

TERM OF REFERENCE

Post: Project Officer

Reporting relationship: Head of Department

Gross Salary: MVR 12,038.00

RESPONSIBILITIES AND DELIVERABLES

- Plan, schedule, and coordinate project works under the guidance of the Project Manager. This is not limited to the day to day works and keeping tracks of the projects carried out.
- Assist the project manager, in relation to the work assignment. Ensure all project works are carried out in accordance with the detailed design, contract document and work schedule. Furthermore, supply clarification of the construction documents, specifications, and drawings as and when required.
- Ensure, all daily/weekly/monthly reporting of the projects are compiled and issued to the project implementation unit for review.
- Coordinate and attend progress meetings with all relevant stakeholders. Issues such as progress, schedule update, problems encountered and changes in contract must be raised and handled in a timely manner through these progress reviews. The meeting minutes of all progress meeting should be logged and shared with all relevant stakeholders.
- Perform all administrative work within the Project Implementation Unit on a timely manner. Additionally, ensure the timely, accurate and efficient preparation and management of documents. This would include numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents for assigned projects.
- Keep inventory of all equipment and other relevant items assigned to the Project Implementation Unit.
- Liaise with local authorities to ensure smooth implementation of project and resolve any issues related to on-site activities.

Employee Specification

- MNQF Level 7 in Project Management or Business Administration with 1 year of Project management work experience
- MNQF Level 5 in Project Management or Business Administration with 3 years of project management work experience