

TORs
Programme Officer (GCC)

The candidate will be responsible to deliver following:

- a. Assist the project Manager / Director GCC in all functions related to GCC.
- b. Formulation of concept paper, LoA with development partners from inception till conclusion.
- c. Monitoring of all projects in the field of GCC to include initiation of monthly & quarterly reports, presentations, physical and financial monitoring, minutes of conferences / meetings and all follow up as pre dictates of project management.
- d. Maintenance, updation and processing of all files related to GCC matters, projects and any other file of such nature.
- e. Maintain inventory of GCC projects, hard and soft copy archiving of all project documents.
- f. Coordination with concerned development partners, implementing partner, government departments, NDMA staff etc.
- g. Preparation and compliance of requisite SoPs for office functioning.
- h. Organize and coordinate meetings, workshops, seminars, field visits and any other activity of such nature.
- i. Process minutes and meetings, prepare presentation briefs etc, related to project activity when so required.
- j. Carry out field visit related to project / related to any area as per the approval and direction of the Chairman.