

### Attachment III: Job Specifications for key staffs

Designation	Responsibility	Time allocation in %
ED & Team leader	<ol style="list-style-type: none"> <li>1. Lead the Project and the team</li> <li>2. Administer the project</li> <li>3. Liaison with IC, CD and MJF</li> <li>4. Parliamentary, Secretary of ministries and local authority</li> </ol>	6.84%
Project Coordinator	<ol style="list-style-type: none"> <li>1. Implementation of the project</li> <li>2. Communication with MJF</li> <li>3. Produce quarterly report</li> </ol>	100%
Finance and Admin Officer	<ol style="list-style-type: none"> <li>1. Over all financial management of the project</li> <li>2. Review the Records &amp; documentations</li> <li>3. Financial Reporting to MJF</li> <li>4. Arrange auditing of the project accounts</li> </ol>	69%
Training and Documentation Officer	<ol style="list-style-type: none"> <li>1. Designing and implement training and orientation workshop of the projects</li> <li>2. Prepare project progress reports as required.</li> <li>3. Design data analysis roadmap and real time monitoring database with the support of Project Coordinator.</li> <li>4. Participate in field level activities as per demand of the project.</li> </ol>	100%
Field Intervention Coordinator	<ol style="list-style-type: none"> <li>1. Oversee the implementation of project activities in the field.</li> <li>2. Facilitate formation and activities of the citizens' forums, organize meetings-training or any other events and report to Project Coordinator.</li> </ol>	100%
Project Facilitator	<ol style="list-style-type: none"> <li>1. Assist Field Intervention Coordinator for implementing the project activities in the field.</li> </ol>	100%
Support Staff	<ol style="list-style-type: none"> <li>1. Take care of office maintenance.</li> <li>2. Provide logistical assistance in organizing project activities.</li> </ol>	71%

