

## **Terms of References**

**Job title:** **Project Engineer (Documentation) & Program Officer**

**Background:**

The Project Engineer (Documentation) & Program Officer is required to assist the PIU IFRAP Component-1 project funded by World Bank.

**Purpose:**

The incumbent will be responsible for maintaining the overall project documentation and record through an effective & efficient approach.

**Responsibilities:**

- Task Management of project staff assigned by PD.
- Follow up & tracking task management of staff assigned by PD.
- Record keeping of dispatch correspondence
- Composes and types of routine letters of minutes of meetings & other assigned tasks by PD.
- Convene meeting in PIU & with departments, coordination with department
- Attending telephone calls for booking appointments of visitors
- Responsible for surface mail and maintenance of inward and outgoing mail
- Maintaining files as per standard of PMU
- Documentation of meeting minutes PMU meeting minutes/PCC & others
- Arrange travel plan of Project Director
- Communicating on behalf of the Project director.
- Any project activity assigned by the Supervisor.

**Requirements:**

**Qualification and Experience:**

- At least B.E Civil Engineering is required
- 3 years of experience as Program Officer/ Project Engineer or in office support functions (preferably with National & International NGO.

**Skills**

- Computer literate (MS Office)
- Good English verbal & written communication skills.
- Good Knowledge of all communication equipment.

**Salary and Benefits**

A market-based competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

**Time frame of Consultancy**

The services of the officer will be required full-time for the entire life of the project. However, the continuity of the contract will be subject to satisfactory performance by the consultant.

**Selection Process:**

The officer will be selected in accordance with the procedures set out for IFRAP Component-1 Project.