

## **Terms and Reference (TOR) for Project Coordinator.**

- Act as a financial focal point ensuring the handling of all procurement procedures, maintaining project accounts, and ensuring the project funds are used for the proper purposes, proper activities, and with efficiency and transparency under the University's direction.
- Initiate procurement actions in time as per the work plan
- Preparing schedules for the project tasks specified in the yearly work plans to ensure the timely completion of each task.
- Coordination with the donor-agency, inter-agencies, other stakeholders, and Korean delegates with the direction of the Vice Chancellor, Project Director, and Head of the Department in Coastal and Marine Resources Management.
- Organizing the educational programs through the marine education center/hub in the university with the government and international schools in the country.
- Obtaining and maintaining project reports and minutes of the meetings.
- Assist local and international travel for the project staff as required.
- Undertakes any other task as requested by the Vice-Chancellor of the University to achieve the project objectives.