

**JOB DESCRIPTION**  
**PROJECT COORDINATOR**  
**PROJECT IMPLEMENTATION UNIT (PIU) (HSSP)**  
**MINISTRY OF HEALTH**

Position : Project Coordinator  
Reports to : Technical Director - PIU, Ministry of Health

**Job Summary:**

The **Project Coordinator** (PC) will serve as the coordinator for all activities of the Health Services Support Programme (HSSP) by providing the required management oversight of the Project Implementation Unit, including the specific deliverable components of the HSSP. The PC is responsible for the efficient and effective coordination of plans, programmes and strategies of the PIU. Working in close collaboration with the Technical Director of the PIU, the Ministry of Health (MoH), the Regional Health Authorities (RHAs), the Inter-American Development Bank (IDB) and other stakeholders, the Project Coordinator will ensure the timely implementation of the Programme for strengthening the delivery of health services.

Key Responsibilities

- i. Sound management of the financial, human resources and physical assets of the PIU, as well as, service deliverables of the Project
- ii. Preparation of the monthly, quarterly and annual reports required by the IDB and other relevant authorities, including the review of minutes of the various oversight and technical committees
- iii. Development and maintenance of proper information and documentation, filing and retrieval system to ensure proper records management
- iv. Project management of and reporting on all HSSP projects and programmes

Deliverables

- Annual Operation Plans
- Reports on Project Activities
- Procurement Plans
- Requests for Disbursement
- Project Progress Reports and other documents related to the execution of the Project
- Monitoring and evaluation report for the Project.

Specific Responsibilities

The **specific responsibilities** of the PC will include but not be limited to:

- Provide technical and administrative direction for the development of the project execution strategy and budget planning process;
- Coordinate the recruitment and selection of personnel to form the Project Implementation Unit (PIU);

- Prepare work plans and action plans for the Project Implementation Unit and supervise the implementation of these plans.
- Under the guidance of the Technical Director coordinate the implementation and execution of the project, including addressing any modification or refinement to achieve the project's goals;
- Undertake periodic performance reviews for and provide guidance to personnel of the PIU as and when required.
- Contribute to the preparation of bidding documents, terms of references, technical specifications, and all relevant documents required for the procurement of goods, works and services for the project;
- Review and evaluate the submitted documents for the procurement of goods, works and services, guided by the input of the Technical Director;
- Prepare periodic updates to ensure the Ministry of Health and the Ministry of Planning and Sustainable Development are kept informed of project implementation activities, progress and challenges.
- Prepare exceptional reports of problems and/or challenges of the Project that may be impacting on project delivery to bring to the attention of the principals for timely action and intervention;
- In the absence of the Technical Director, represent the Executing Agency consistent with the Legal Agreements, norms, regulations and guidelines of the Ministry of Health as or when necessary;
- Provide periodic reports as requested by the Technical Director and/or designate;
- Conduct procurement activities and prepare the necessary correspondence to obtain no objections from the Bank according to the process defined in IDB Procurement Guidelines;
- Oversee contract engagement for all consultants, including the development of a roles and responsibilities matrix and the development of a comprehensive payment schedule for contracted personnel;
- Provide supervisory oversight for all works and services under the HSSP Project, including but not limited to, monitoring progress and providing support as required to ensure outputs and results of consultancies are achieved;
- Facilitate and participate in Missions through assisting in coordination of logistic support and activities to obtain required information for these Missions, including the preparation of Debriefing Reports; and
- Other duties that may be implied in the contract or assigned by the Client and related to the HSSP Project.

### Minimum Qualification Requirements

Must possess a Bachelors degree and a Masters Degree in Project Management or in the Social Sciences (e.g. Health Administration, Business Administration, Management, Public Administration).

Professional Certification in Project Management (e.g. Project Management Professional) will also be an asset.

### Experience

- Must have project management experience of not less than 5 years
- Must have functioned at a senior management level for at least five (5) years
- Should be familiar with the procurement of goods and services
- Should have sound knowledge and understanding of the health sector
- Experience in working with Government
- Experience working on projects for International Multilateral Organisations such as IDB would be an asset

*Any equivalent combination of training and experience.*

### Skills Profile

- Excellent leadership skills (e.g. able to advocate for, and influence and motivate others)
- Strong decision making skills
- Ability to function independently in an efficient manner with “tight” deadlines
- Strong project management/administrative skills (e.g. developing and executing plans, managing staff)
- Dynamic interpersonal skills (e.g. ability to build strong working relationships and manage conflict)
- Excellent communication skills – both oral and written
- Competent in the use of MS Word, MS Excel, MS PowerPoint and MS Project