

**Palau Protected Areas Network Disaster Recovery Project  
Terms of Reference for Project Coordinator  
(Individual or entity)**

**Project Coordinator (Individual or entity)**

Assignment Title: Project Coordinator  
Contract Duration: 1 year  
Location: Protected Areas Network Fund, Republic of Palau  
Financed by: United States Agency for International Development (USAID)  
and the Palau Protected Areas Network Fund

**Description**

Palau Protected Areas Network Fund is in need of a Project Coordinator who will be responsible in leading the management, monitoring and implementation of project activities for the Protected Areas Network Disaster Recovery Project. The Project Coordinator will work directly with the Project Team including PAN Fund Executive Director, PAN Coordinator, Communications Officer, Finance Officer, Site Advisor and a consultant. Project Coordinator will report to the PAN Fund Executive Director.

**Detailed Roles & Responsibilities**

**1. Project management, implementation and coordination**

- a. Managing, implementing and monitoring of project activities as per the key project documents.
- b. Ensuring the timely delivery of budgets and procurement plans for the project and monitoring the implementation of these to achieve the project objectives.
- c. Ensuring the management of and auditing of funds in accordance with the project agreements and established operational policies.
- d. Ensuring the management and supervision of consultants.

**2. Monitoring and Evaluation**

- a. Ensuring the collection of all data required to track project progress towards achieving the intended results and outcome indicators and the M&E reporting framework
- b. Maintaining a monitoring system that can provide current and real-time information on the progress.
- c. Monitoring and evaluation of the project meets the requirements of the project agreements.

**3. Planning and reporting**

- a. Attending meetings as required and provide timely reporting on project progress.
- b. Ensuring and supervising the reporting and monitoring system of the project.

#### **4. Other**

- a. Undertaking other relevant activities as deemed necessary for the proper operation of the project.

#### **Minimum Requirement & Qualifications**

- AS degree with 4 years work-related experience or BA degree with 1 year work-related experience.
- Must have the following:
  - Strong communication and interpersonal skills
  - Strong organizational and multi-tasking skills
  - Team-management and leadership skills
  - Documentation management and ability to use project management tools
  - Attention to details even under pressure
  - Time management skills with the ability to meet deadlines

**Salary Range:** Negotiable