**TERMS OF REFERENCES FOR ASSISTANT DISTRICT COORDINATOR**

**1. Duties and Responsibilities**

* Assist and support District Coordinator in implementing all project activities at district, sub-district and village levels.
* Review the status of task and projects to ensure they are progressing according to schedule.
* Communicating with project beneficiaries to discuss project activities and to obtain information regarding their needs.
* Coordinating with District Coordinator to monitor progress on projects and tasks, providing assistance when needed
* Assisting District Coordinators with administrative tasks such as scheduling meetings and maintaining databases of project activities
* Maintaining files of records related to projects, including meeting notes and correspondence
* Assist People with Disabilities with their individual needs and facilitate their access to social services within the project, from government and other sources.
* Any other tasks assigned by District Coordinator and Head Office project team.

#### ****2. Personal Qualities****

The Assistant District Coordinator must be able to prioritize effectively and work accurately under time constraints. S/he must have the following:

* Good communication abilities, including speaking, writing, and active listening.
* Effective organization and time management skills, like prioritization, multitasking, and planning
* Excellent customer service skills, including a personable and positive attitude.
* Keen attention to detail.
* Punctual and Sincere

#### ****3. Qualifications****

* Minimum qualification of Grade 12 pass
* Added advantage for experience in relevant field

**4. Contract Duration**

The contract duration for the position is from 1st February 2024 to 31st December 2024.