

TERMS OF REFERENCE:

Under the direct supervision of the Project Director and in close coordination with the Scientific Committee he/she will:

- Ensure the constant supervision of the research activities facilitating the flow of communication between the parties involved/working groups.
- Facilitating the work of the researches involved in the project activities enhancing communication as well as synergies.
- Supervise the work of the Researchers involved in the actions and provide the PMU with preliminary outcomes as well as evaluations concerning future sustainability of the interventions and the congruency of the activities proposed.
- Supporting the project management in evaluating researcher's technical reports, training programs and concepts.
- Support the Project Director in compiling project's technical and financial semester project reports
- Maintaining regular and timely communications between all parties involved in research activities within the framework of SEED
- Support the Project Director in facilitation of meetings, development of agendas, events, visibility for the project
- Maintain an up-to-date calendar tracking all research activities deadlines and events
- Develop and update project outreach and dissemination material and channels if required
- Carry out field missions to monitor and evaluate the research activities at field level, as well as the full involvement of CKNP staff including their capacity building.
- Ensure the full involvement and participation of the PhD students in the Project/Research activities
- Ensure the full implementation of the decisions made during the Scientific Committees
- Carry out other duties as assigned by the Project Director