

Job Description (Assistant Project Coordinator in Gaza)

JOB TITLE

Assistant Project Coordinator in Gaza, MoLG-JICA Technical Cooperation Project for Capacity Development in Solid Waste Management in Palestine Phase-III

JOB SUMMARY

Assistant Project Coordinator is required on various logistic, project accounting, information sharing, communication, recording, translation, and procurement works for smooth implementation of the Project under the guidance of Project Coordinator (JICA). Project Manager, Chief Advisor, or designated person by them, also supervise his/her activities in the framework of the Project Organization Chart (see Attachment 1). The job of the Assistant Project coordinator in Gaza is carried out in the place in Gaza indicated by the Chief Advisor as a full-time basis staff of Project, where he/she shall follow basically the rule of MoLG. The Assistant Project Coordinator in Gaza is required to be self-motivated Palestinian who has some experience in the field of waste management, general management, accounting, or secretariat.

RESPONSIBILITY

1. Assistant Project Coordinator in Gaza shall assist to the Project Coordinator in order to coordinate among project members of MoLG, JSCs, Project Experts, Project Staffs, and JICA Experts involved in the Project
2. Assistant Project Coordinator in Gaza shall support to coordinate meetings organized by the Project (Core-group meeting, JSCs meeting, etc.) and support to prepare the draft agendas for organizing the meeting.
3. Assistant Project Coordinator in Gaza shall accompany project members to the meetings, site visits and other appointments under the order of Project Coordinator.
4. Assistant Project Coordinator in Gaza shall make an English-Arabic interpretation during the meetings, site visits, and other appointments for JICA experts.
5. Assistant Project Coordinator in Gaza shall prepare minutes of meetings and documentation regarding the Project activities including English-Arabic translation.
6. Assistant Project Coordinator in Gaza shall support to strengthen and promote communication among Project members both Palestine and Japanese for the benefit of the Project.
7. Assistant Project Coordinator in Gaza shall create a documentation file for the Project and keep at Project office.
8. Assistant Project Coordinator in Gaza shall maintain Project office in Gaza working

environment such as procurement of items, preparation of documents.

9. Assistant Project Coordinator in Gaza shall conduct necessary arrangements for logistics such as appointment, vehicle scheduling, and related management.
10. Assistant Project Coordinator in Gaza shall prepare an accounting report and necessary financial documents under the guidance of Project Coordinator and JICA Gaza Field Office.
11. Assistant Project Coordinator in Gaza shall work other Project tasks requested by the Project Coordinator or Chief Advisor.
12. Assistant Project Coordinator in Gaza shall work its coordination jobs for the Project activities in Gaza area, but those in West Bank will be done by the Assistant Project Coordinator in MoLG, West Bank.

REPORTING

Assistant Project Coordinator in Gaza has to prepare monthly report of his/her activities with given format and submit it to the Project Coordinator and Project Manager at the end of the month.

DURING ABSENCE OF JAPANESE EXPERT

- Assistant Project Coordinator in Gaza shall hold meetings with JICA members (Chief Advisor and Project Coordinator) through an internet remote conference and/or e-mail communication upon request by both.
- JICA Gaza Field office will make necessary guidance to Assistant Project Coordinator in Gaza if it is difficult to communicate with Chief advisor and/or Project Coordinator.

OUTLINE OF CONTRACT

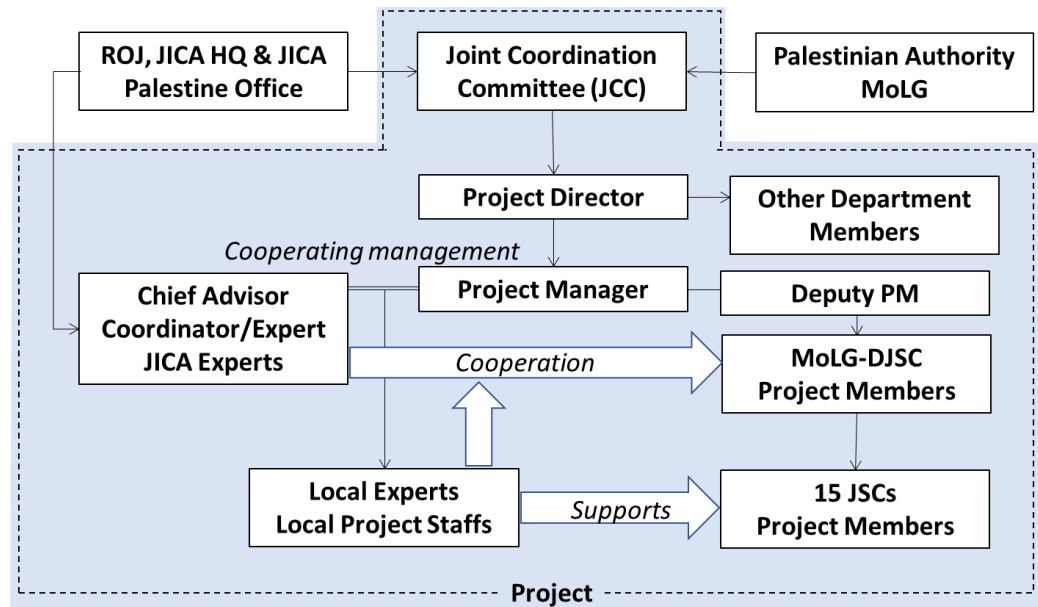
Fixed-term contract with the Project Coordinator of Japan International Cooperation Agency (JICA)

Contract Term: from September 1, 2020 to March 31, 2023

Probational Period: from September 1 to November 30, 2020 (3 months), evaluated by the MoLG-JICA Project Personnel Committee

Attachment 1: Project Implementation Structure given by the Record of Discussion (R/D) signed in April 2020 between MoLG and JICA. The “Local Project Staffs” indicate the position of the Assistant Project Coordinator in Gaza.

Project Implementation Structure



Source: Annex 4 of R/D (20202)

Attachment 2: Definition of Overall Goal, Project Purpose and Outputs given by Project Design Matrix (ver. 0) given by the Record of Discussion (R/D) signed in April 2020 between MoLG and JICA.

<Overall Goal>

Reduction of waste amount is realized over the Palestine through implementing the Waste Reduction Program (minimization of waste generation and various waste diversions from the waste stream flowing into landfills), and sustainable solid waste management systems are established in consideration of environment and society.

<Project Purpose>

Activities for minimizing waste generation and waste diversion are launched throughout Palestine, an initial draft of National Waste Reduction Program is recommended to the National Committee of Solid Waste Management by MoLG.

<Outputs>

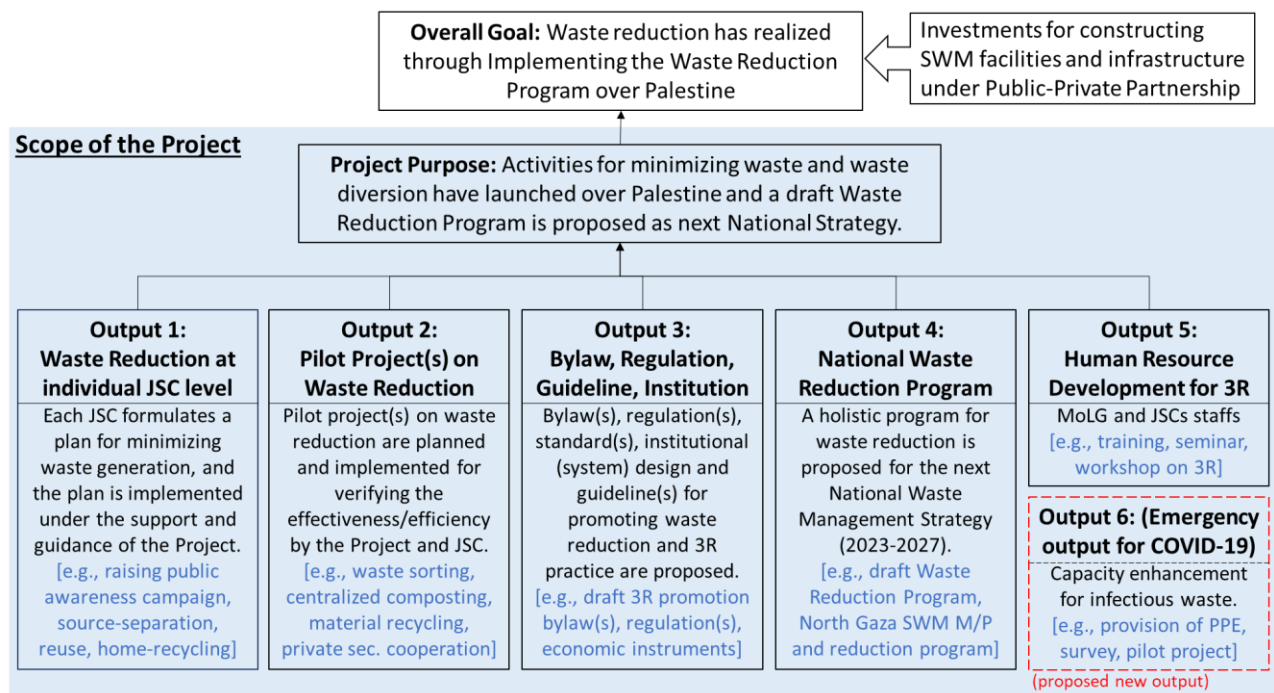
- (1) Each JSC has prepared and started implementing a plan for minimizing waste generation.
- (2) The effectiveness of methodologies of reduction in waste generation, waste diversion, reduction of buried solid waste and appropriate disposal measures has been verified through pilot projects.
- (3) Law on 3R (Reduce, Reuse, Recycle) promotion is drafted for MoLG, and bylaws, regulations, standards, institutional design and/or guidelines necessary for promoting 3R practice are proposed.

(4) National Waste Reduction Program including awareness raising program and appropriate SWM system designs for the entire Palestine is proposed for the next National Waste Management Strategy (2023-2027).

(5) Capacity for 3R promotion activities is enhanced in the MoLG-DJSC and JSCs.

(6) Capacities of JSC workers for handling infectious waste in the SWM service is enhanced. Personal Protective Equipment (PPE) is distributed. Infectious waste survey is conducted in the central and northern West Bank, and a pilot project will be implemented in the area (e.g. a provision of intermediate treatment facility, such as a microwave device). <proposed output in emergency case of COVID-19 pandemic>

Simplified structure of PDM



[End]