

## TOR for Coordinating Officer (Technical) and Information Technology Officer

### Job Description - Post of Coordinating Officer (Technical) -01 Post

1. Planning and Coordinate the Project activities of which is initiated already in order to the obligation of the Montreal Protocol.
2. Coordinating with relevant industry and other sectors, national Associations periodically on successful implementation of project activities.
3. Implementing issuance of quotas for the import of Ozone Depleting Substances and monitoring the imports of the same with Customs and Import & Export Controller authorities.
4. Working closely with national and international consultants on project activities
5. Coordinating with UNDP, UNEP Government authorities and national agencies on procurement, storage and distribution of equipment that are granted by the Montreal Protocol
6. Providing periodic reports on project implementation status and addressing project execution issues in consultation with other stakeholders
7. Identifying important regulatory interventions/ strengthening needs for ODSs phase-out and facilitating regulations development and implementation
8. Identifying information outreach and technology transfer interventions needed for ODSs phase-out and inputs for implementing such schemes
9. Coordinate with External resource Department (ERD), UNDP and National Planning Division (NPD) pertaining to project documents, budget revisions, etc.,