

Terms of Reference
Project Coordinator/Document Controller
(01 Position)

1. Apprise Project Manager/Head PMU on a daily progress report.
2. Maintaining and monitoring project plans and project schedules.
3. Organizing, attending, and participating in stakeholder meetings.
4. Documenting and following up on important actions and decisions from meetings.
5. Ensuring project deadlines are met while determining project changes.
6. Providing administrative support as needed and undertaking project tasks as required.
7. Copy, scan, and store documents.
8. Check for accuracy and edit files, like contracts, drawings, BOQ, etc.
9. Review and update technical documents (e.g. manuals and workflows).
10. Distribute project-related copies to teams.
11. File documents in physical and digital records.
12. Create templates for future use.
13. Manage the flow of documentation within the organization and project team.
14. Maintain confidentiality around sensitive information and terms of the agreement.
15. Responsible for Receiving, logging, and distributing all technical documents and assisting in the coordination and monitoring of engineering activities to facilitate and expedite the workflow.
16. Work in a fast-paced environment, independently as well as cohesively with project team members to achieve common goals.