

Recruitment of Project Coordinator
for e-Vidya Bharati Aarogya Bharati (e-VBAB – Tele-Education and Tele-Medicine)
Project in Sudan

1. Objective

There is a need for a single point of contact in Sudan who shall be directly answerable and reporting to TCIL/MEA. Such local coordinator shall be responsible to monitor, coordinate, liaison and resolve issues in the project from implementation phase to handing over of the project.

2. Requirement, Roles and Responsibilities of the Local coordinator: Act as a single point of contact for Sudan and shall work in close coordination with the TCIL's Project Manager (in INDIA) to ensure successful implementation and delivery of e-education and e-medicine services by performing the following tasks:

- Liaise with clients, Embassy of India in Khartoum, Sudanese Universities, Hospitals, Ministry of Higher Education, Ministry of Health, local Govt. Agencies and other stake holders in Sudan for successful project implementation..
- Liaise with the local authorities for approvals and documentation required for Custom Clearance of material supplied in Sudan.
- Site survey for installation of UPS, IT /ICT equipment at the learning centers.
- Supervision of installation and conducting acceptance testing and AMC of UPS, IT /ICT equipment at the learning centres.
- Monitor health of IT equipment and internet links installed and report any faults to the agency responsible for rectification. Work in close coordination with the vendor and ensure that all reported faults are rectified during AMC period.
- Monitor project progress and handle any issues that arise from time to time.
- Prepare and maintain comprehensive project documentation, plans and reports. Prepare period reports and provide information about the local issues which may affect the project.
- Ensure standards and requirements are met through conducting quality tests.
- Ensure Project advertisement and Publicity through local communication/social media as per requirement. Create awareness about the project and services in Sudan.
- Acts as invigilator during examinations at the Learning Centre.
- To ensure project completion within time and budget.
- To complete the handing over process after project completion.
- To submit periodical MCDO

3. Selection Process of the Local coordinator:

The Local coordinator shall be appointed on contractual basis, initially for one year extendable for further period of a year at a time based on performance. The employment contract shall be extended when required. An employment agreement shall be signed between TCIL and the contract employee upon selection.

4. Qualification and Experience requirements:

- Should be a bonafide citizen of Sudan.
- Should have minimum Graduate degree in BSc/IT/MCA/MBA/Diploma or higher. The candidates with higher qualifications shall be preferred.
- Should have written and spoken knowledge of English and Arabic.
- Proven work experience of at least of 2 years as a Project Coordinator / Implementation or similar role (after completion of the education).
- Should have organizational skills, relation building skills, including multitasking and time-management.
- Strong client-facing and teamwork skills.
- Familiarity with risk management and quality assurance control.
Strong working knowledge of MS word/ MS Excel, MS Power point and preferably MS Project.

5. Salary and Remittance:

By TCIL in directly to their account (Average cost per month: \$ 1800 including TA, DA etc.- Shall be reimbursed on actual)

6. Attendance:

Attendance shall be monitored through the attendance register at Learning Centre and Daily reports to TCIL

7. Termination of contract:

The following shall be the conditions for termination of contract:

- i. By mutual consent; or
- ii. By the decision of the employee or employer, with a notice period of 30 (thirty) days in accordance with the law, the collective agreement and the acts of the employer, or
- iii. By the expiration of the period of this contract
- iv. The employment shall be purely contractual and on termination of contract, the employee will not have any claim for regularization of services with the Employer.
