

TASKS AND RESPONSIBILITIES OF THE PROJECT TEAM FOR THE PROJECT “BUSINESS CIRCLE S-K-K”

1. Project Coordinator

The Project Coordinator performs the following tasks and responsibilities:

- Coordinates activities with the project team and partners;
- Coordinates with the Business Coordinative Advisory Board as necessary;
- Procurement procedures and preparation of tender dossiers/documentation;
- Organizes and implements project activities in their region;
- Reviews and analyzes project documents;
- Supervises the work of external experts;
- Drafts progress reports;
- Organizes working meetings of the project team in their region;
- Participates in the monitoring and evaluation of the project;
- Participates in sharing project information and publicity.