

## **TASKS AND RESPONSIBILITIES OF THE PROJECT COORDINATOR FOR THE PROJECT “CROSS-BORDER COOPERATION IN FOREST FIRE FIGHTING”**

### **Project Coordinator**

**The Project Coordinator performs the following tasks and responsibilities:**

- Carrying out project activities and related financial tasks in coordination with the project assistant;
- Drafts reports, summaries and other documents;
- Organizes and maintains the project documentation, filing system and project library;
- Participates in sharing project information and publicity;
- Receives and processes project documentation;
- Coordinates activities with the project team and experts for preparation of the Communication/dissemination strategy and Publicity/Visibility plan of the project;
- Preparation, implementation and documentation of project/public events, project team meetings and other project activities;
- Organization of planned events like press conference, two-day workshop for creating a cross-border network for prevention and response to natural and environmental dangers in coordination with project assistant;
- Implementation of the information campaign to promote volunteering and information campaign for the prevention of forest fires in coordination with project assistant;
- Assist in the financial aspects of the project and track project expenses;
- Ensures that financial and administrative regulations comply with the prevailing Laws;
- Preparation, copying, scanning and printing of all necessary documents and reports necessary for the successful implementation of the First Level Control in order to ensure proper control and approval of costs throughout the period of the project;
- Entering information on the project beneficiary portal;
- Support in implementation of Procurement procedures and support of the external expert in preparation of the tender dossiers/documentation;
- Support in the implementation of the tender procedures for selection of sub-contractors;
- Manages and monitors the implementation of the activities and spending of the project finances in accordance with the budget;
- Preparation of drafts project financial plans;
- Preparation of drafts financial reports;
- Preparation of records of received invoices;
- Preparation of requests for payments;
- Communicates with controller and the JS/MA.