

Basic Qualifications:

- Bachelor's degree in Economics, Business Administration, IT, Project Management, Procurement Management, or any relevant field.

Experience Required:

- At least 3 years of experience in the relevant field.

Job Description:

- Assist in the implementation and coordination of project activities within assigned areas.
- Support project planning, budgeting, and monitoring processes.
- Maintain records and documentation for assigned project components.
- Facilitate communication and coordination among project stakeholders.
- Provide technical and administrative support to the project team.
- Prepare reports and presentations on project progress.
- Assist in procurement processes and contract management.
- Ensure compliance with project timelines and deliverables.