

Work plan of the Project Officer 2022-2023 Nella Tumanyan

Identifying the relevance of the upcoming projects

- Be the first point of contact for new project proposals coming into YEE. ➤ Be responsible for determining whether the projects are in the line with YEE's interests.

Ensure that the projects meet the approved budget, time and quality targets. Assistance in the ongoing projects

- Assists in data entry and analysis of information collected.
- Review and monitor project activities, schedules and performance. ➤ Assists with the coordination of project activities.
- Ensure that project teams adhere to the set objectives.

Collection of the needed information/preparation of the documents

- Support in collection of the documentation about the projects.
- Assists in the preparation of the Annual Report, as needed.

Assist YEE's board and secretariat

- Work closely with the Executive Board and the Secretariat to develop and execute the strategic vision.
- Be active during the virtual and physical board meetings.
- Closely cooperate with the board members and secretariat.