

## Updated List of Personnel for (NMDHR) OSIWA project

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<b>Team Member</b>	<b>Position</b>	<b>Responsibilities</b>
Mr. Abdul Karim Habib	National Coordinator	<ul style="list-style-type: none"> <li>▪ Acts as one of the signatory to the project account</li> <li>▪ Responsible to ensure that the project objectives are properly executed.</li> <li>▪ Responsible for signing the project contract.</li> </ul>
Nabieu Kamara	Programs Manager	<ul style="list-style-type: none"> <li>▪ Takes a leadership role in the project implementation.</li> <li>▪ Meets with project communities on the project implementation and to ensure we meet the objective.</li> <li>▪ Works with project officers to write Donor report.</li> <li>▪ Meets with Donor to update them or progress and challenges facing the project implementation.</li> </ul>
Mr. James D.A.Rogers	Finance Manager	<ul style="list-style-type: none"> <li>▪ Responsible for Managing the project funds</li> <li>▪ Preparing project financial reports.</li> </ul>
Ms. Eva Mansaray	Administrative Officer	<ul style="list-style-type: none"> <li>▪ Provides Administrative role in the office</li> <li>▪ Assists in preparing all project Administrative roles in implementation.</li> </ul>
Melvin Sharty	Monitoring and Evaluation Officer	<ul style="list-style-type: none"> <li>▪ Responsible for developing monitoring and evaluation tools/checklist</li> <li>▪ Ensures that project targets are met.</li> <li>▪ Preparing M &amp; E report for the project.</li> <li>▪ Runs the office social media and website pages</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Participates in M &amp; E related training or opportunities</li> </ul>
Ms. Elizabeth Yombo	Assistant Finance Officer	<ul style="list-style-type: none"> <li>• Assists in putting all financial record of the project in place</li> <li>• Handles all the daily project expenses</li> <li>• Ensures that all the project invoices are properly kept.</li> </ul>
<ol style="list-style-type: none"> <li>1. Ms. Jane Taylor</li> <li>2. Mr. Maguana S. Kallon</li> </ol>	Project Officers (1&2)	<ul style="list-style-type: none"> <li>• Be in charge of direct project implementation at community level</li> <li>• Organizes project meeting on a regular basis, project officer meet with Programs Manager to review progress and to discuss future steps.</li> <li>• Arranges meeting with members of the project</li> <li>• Manages the schedule: project officer watch the project schedule, monitoring deadline for each project tasks</li> </ul>