

Terms of References

TOR for the Post of Coordinating Officer (Technical)

1. Planning of HCFC Phase out Management Plan (HPMP) activities which are initiated already.
2. Coordinating with industry and national associations on implementation of project activities
3. Working closely with national and international consultants on HCFC phase-out project activities
4. Coordinating with UNDP, Government authorities and national agencies on procurement, storage and distribution of equipment
5. Providing periodic reports on project implementation status and addressing project execution issues in consultation with other stakeholders
6. Identifying important regulatory interventions/ strengthening needs for HCFC phase-out and facilitating regulations development and implementation
7. Identifying information outreach and technology transfer interventions needed for HCFC phase-out and inputs for implementing such schemes
8. Assist to the Director coordination the NON ODS survey which is being carried out by the consultants currently
9. Provide reports/ information/ documents on technical issues to the Director and relevant officers in the NOU
10. Any other duties assigned by the Director

TOR for the Post of Technical Officer

1. Assist the carrying out activities under the Montreal Protocol on Ozone Depleting Substances and National Environmental Policies.
2. Conduct awareness, and training programmes for the AC/Ref Sector
3. Train the AC/Ref Servicing Sector Technicians on Environment and Ozone Friendly techniques
4. Monitoring and assessments of projects implemented under HPMP and Institutional Strengthening
5. Field research on consumption of Chemicals which are controlled by the Montreal Protocol,
6. Interact with national stakeholders of environment agreements
7. Assist to check the chemicals in cylinders of ODS importers at the request of Sri Lanka Customs.
8. Make aware the AC/REF Industry on the new technologies
9. Introduce the Industries about the alternative for HCFC
10. Any other duties assigned by the Director

TOR for the Post of Awareness Creation and Capacity Building Officer

1. Organize & attend Awareness creation programs according to the implementation of Montreal Protocol.
2. Identify the target area to conduct awareness programmes and other awareness materials and prepare work plan accordingly
3. Prepare awareness creation materials (Leaflets, booklets, posters, interactive CDs. Commercials, Videos)
4. Publish quarterly news bulletin of the division
5. Writing Ozone related articles and news items to magazines and other publications
6. Extension activities such as distributing leaflets, booklets and other publications. electronic media publicity for awareness creation
7. Data reporting on awareness creations to *Ozone action* and coordinating other activities for international level awareness creations as per the targets given by *Ozone Action*
8. Co-coordinating special events for International Ozone Day (IOD) & writing a report annually to the International Ozone Day publication
9. Maintain the library of the division
10. Any other duties assigned by the Director

TOR for the Post of IT Officer

1. Maintain and update the official website of the Division
2. Coordinate all the Data bases which handle by the Division
3. Coordinate overall IT aspects of the Division including purchasing IT software/hardware; prepare technical Evaluation Reports and Tender board documents on IT hardware and software.
4. Coordinate with the Technical issues of all the IT related Hardware and software.
5. Coordinate with IT Division to provide information and of the Division
6. Coordinate and Maintain the office computer network, intercom system and all the Information and communication equipment
7. Assist Director preparing presentation materials reports when necessary
8. Coordinate all the Media programmes (Radio, TV etc.)
9. Assist to the officers of the Division in Designing reports and other materials
10. Any other duties assigned by the Director