

Annual Progress Report – 2010

Organisation: Social Welfare Organisation Ampara District (SWOAD)

General Information

Project Name : Vocational Training – 2010
Project Period : 2008 – 2011
Budget 2010 : LKR 8,063,650.00
Funds utilised by Dec 2010 : LKR 6,312,988.59

1. Brief description of the project

1.2 General situation of the project locations

We have set 4 Divisional Secretariat divisions in Amparai district to implement our vocational training project in 2010. The selected divisional secretariat divisions are in Thirokovil, Alayadivembu, Kalmunai and Pottuvil. Thirokovil is populated with Tamils. Alayadivembu is a Tamil populated division with minority Sinhalese and it shared its borders with Muslim division, Akkaraipattu. Kalmuani is Tamil and Muslim populated division and Pottuvil is populated with three ethnic communities – Sinhalese, Tamil & Muslim.

The general security is calm due to end of war, which allows people, especially youth to access the area with free movement. It resulted youth to have secure and free life, which is due to stop of forcible recruitment by armed groups and parents do not concern about the their security. People who displaced in North gradually move to East and lives with their relatives. Children and youth, who recruited by militia, return home & adopt normal life,

In the targeted divisions, there is lack of youth programme, except ODW and WUSC funding supports. The youth programmes are not prioritized and humanitarian actors priority shifted to North.

The normal and calm situation gives job opportunity to youth. Certain number of job providers (private, individual & institution) gradually starts new jobs and increase job opportunities, which helps youth to get jobs.

1.3 Long-term objective:

- Providing training to the youths to obtain a self-employment and increase the income of the families and to live a self respected life.

1.4 Specific Objectives

- To provide the selected trade skill training to 150 youths.
- To make 150 youths involvement in an employment and get a decent income to the families

1.5 Results Achieved in the Period of Reporting

Activities	Target 2010	Achievement -2010	Achievement 2010					
			T	M	S	M	F	D
Implemented from 2009								
Carpenter Furniture	20	14	14	-		14	-	
Electrician	20	18	16	2		18	-	
AC & refrigerator repairing	20	18	14	4		18	-	
Total	60	50	4	6		50	-	
New courses in 2010								
Mobile phone repairing	20	20	18	2		11	9	1
Beauty culture	25	22	22	-		-	22	
Carpentry furniture	20	18	18	-		18	-	
Wood carving	22	22	18	4		-	22	
Total	90	82	76	6		29	53	1

T- Tamil, M-Muslim, S-Sinhalese, M-Male, F-Female, D-Disabled

1.5.1 Brief description of the activities

Implemented from 2009

Carpenter Furniture

Initially planned to identify 20 trainees but 14 trainees followed the course and 6 trainees drop-out due to their personal reasons.

We planned to maintain the course in the registered standard, which means the course would be conducted for 1 year and 3 month OJT. The course would follow the curriculum of Tertiary and Vocational Education Commission. The training is planned for five days a week from 9.00am to 2.00pm. Therefore, the course started in April 2009 and ended in March 2010 and 3 month OJT period April - June. Now we are in the progress of conducting assessment.

Travelling fare during the training provided to the trainees. Only 13 trainees attended to final assessment out of completed 14, and 13 trainees received tools during certificate giving ceremony, which was represented by ODW-PSO.

Also, we conducted English class, career guidance, safety & first aid, life skill, SYB, gender & development and parent awareness in addition to the VT skill.

Electrician

We had a plan to start the course in January 2010. However, we could able to start in December 2009 with the pre approval of ODW-PSO. The course started in December 2009 and ended in August 2010 including 3 month OJT period.

As per our plan, we selected 20 male trainees, (10 Tamil and 10 Muslim). We could able to selected 18 Tamil and 2 Muslim trainees. We were keen on select 50:50 Tamil and Muslim ethnic community youths. We advertised in both Tamil and Muslim areas. However, we could not receive many applications from Muslim youths. 2 trainees drop-out before the OJT period due to their own interest. The 18 trainees follow the OJT.

The course followed curriculum of Tertiary and Vocational Education Commission, training was for five days a week from 9.00am to 2.00pm.

During the training, stipends and uniform provided to 18 trainees. Certificate offering & tool providing ceremony will be completed in January 2011, due to the delaying of TVEC assessment.

AC & refrigerator repairing

We planned to start the course in January 2010. However, we could able to start in December 2009 with pre approval of ODW-PSO. The course started from December 2009 and ended in August 2010 including 3 month OJT period.

We selected 20 male trainees, (10 Tamil and 10 Muslim). We could able to selected 15 Tamil and 5 Muslim trainees. We were keen on select Tamil and Muslim ethnic community youths. We advertised in both Tamil and Muslim areas. However, we could not receive many applications from Muslim youths.

2 trainees, a Tamil and a Muslim drop-out before the OJT period due to their own interest, so finally 18 trainees followed the OJT.

During the training, stipends and uniform provided to the trainees. Assessment has completed for 18 trainees and waiting for the certificate from TVEC. Tool kit with the final certificate will be offered in January 2011.

New courses in 2010

Mobile Phone repairing

We planned to start the course in January 2010. However, the course started in June 2010 and ended in August 2010 as we faced difficulties to find qualified instructor.

20 trainees selected, 11 male and 9 female as per our selection criteria; training conducts for three days a week from 9.00am to 3.30pm. Our actual plan was to conduct the class for five days a week from 9.00am to 2.00pm. Earlier, instructor was agreed to conduct the class for 5 days a week. Later, he could not allocate time for the course and we tried to recruit a new instructor. However, we could not find an instructor as it demands in our area. Therefore, we increase the course time from 9.00am to 3.30pm for 3 days instead of 9.00am to 2.00pm for 5 days. We inform the change to ODW and continue with the acceptance.

Assessment conducted to 17 trainees in December by Vocational Territory Authority (VTA) and we are waiting for the certificates from VTA. We will be able to provide certificate along with tools in January 2011. We have already purchased tools to provide to trainees.

Beauty Culture

25 female trainees selected, course started in April 2010 and will be ended in September 2010. As we planned, 25 Tamil female trainees continue the course for five days a week from 9.00am to 01.30pm.

During the training, stipends and uniform provides to the trainees.

Assessment conducted to 22 trainees in December by Vocational Territory Authority (VTA) and we are waiting for the certificates from VTA. We will be able to provide certificate along with tools in January 2011. We have already purchased tools to provide to trainees.

Carpenter Furniture

As per our plan, we selected 20 male trainees; continue the course for five days a week from 9.00am to 01.30pm.

The course started in June 2010 and will be ended in June 2011 including 3 month OJT period. The course was planned to start in April. The trainees' selection was delayed as there were over age youth applied for the course. Therefore, we re-called the application and started the course in June 2010. Also, the course delayed due to one month leave to the trainees as most of them re-applied for G.C.E (O/L) examination in December. Therefore, the course will complete in March and OJT will complete in June 2011. We already informed the delay to ODW. 14 trainees follow the course and 6 trainees dropped out due to their personal reasons.

The course follows curriculum of Tertiary and Vocational Education Commission. During the training, stipends provided to the trainees.

Wood carving and lathe

We selected 25 female trainees in Pottuvil. The plan was to recruit 20 Tamil and 5 Muslim female trainees, but 19 Tamil and 6 Muslim female followed the course.

Course started in April 2010 and ended in December 2010. The training will have three days a week from 9.00am to 3.30pm.

During the training, stipends and uniform provides to the trainees.

The module is based on VTA instead of NITA. We chosen VTA module as we can easily access their service in Pottuvil areas.

Assessment conducted to 22 trainees in December by Vocational Territory Authority (VTA) and we are waiting for the certificates from VTA. We will be able to provide certificate along with tools in January 2011.

Parents' awareness

We have conducted parents' awareness to the 130 parents of trainees, who follows electrician, AC & refrigerator repairing and beauty culture as we planned. The awareness helped the course by reducing drop out.

Career guidance

We conducted career guidance to 130 trainees who follows the courses, which would help to their future employment seeking.

Leadership building

Leadership building was planned to conduct to youth who follow the course. ODW suggested conducting to the youth if SWOAD has youth club. Therefore, we could not conduct this activity as SWOAD do not have youth club.

Language classes

Language classes for English and Sinhala language conduct for all the youth who follows vocational training courses.

Insurance

We made insurance to 2009 continuation courses such as electrician, AC & refrigerator repairing and Carpenter Furniture trainees and instructors. Also we made insurance to 2010 new courses such as beauty culture, wood carving & lathe, mobile phone repairing and carpenter furniture of 149 trainees and instructors.

Certificate awarding ceremony

So far, we have conducted certificate awarding ceremony to carpentry furniture course and the rest of the ceremonies will be held in January & July 2011.

1.6 Follow up programme for past year

- We shared the name list of trainees, who completed the course, to Job Net and Subra foreign employment agency
- We would get job opportunities from up-coming Employment Forum in Ampara, which is going to be established by WUSC. We are going to create employer directory by February as part of this forum.
- Linkage between employer and trainees would be made through our project officer

1.6.1 - Follow – up of previous year activities

<u>Activity</u>	<u>Achieved – 2007</u>	<u>Achieved - 2008</u>	<u>Achieved - 2009</u>	Present status. (How many of them are employed/ using knowledge/ Re-admitted to school etc)
Sewing	20			<ul style="list-style-type: none">• 19 Trainees are engaged in home based self-employment and getting a decent income for the family.• 1 difficult to update, because gone to her husband's village which is far to our project locations.
House Hold	16			<ul style="list-style-type: none">• 16 trainees are employed under a trader

Appliance				and do home based self employment
House Wiring	17			<ul style="list-style-type: none"> • 15 Employed as electrician under contractors and do self employment
Computer	20			<ul style="list-style-type: none"> • One Female Trainee Working at CHA Organization • 1 female Trainees are working as a volunteer at SOND Organization & one boy is employed at YMCA, Akkaraipattu and 17 Trainees are not employed yet.
Electrician		20		<ul style="list-style-type: none"> • 18 trainees employed under individual skilled electricians and contractors
AC & refrigerator repairing		18		<ul style="list-style-type: none"> • 3 trainees are working in middle east • 4 trainees got job opportunity in private workshops • 11 trainees involved in self employment at home
Beauty culture		19		<ul style="list-style-type: none"> ▪ 1 trainee got job opportunity at beauty saloon in Kalmunai ▪ 17 trainees do self employment at home.
Carpentry furniture		14		14 trainees employed
Electrician			18	Assessment going to be held
Ref. and AC			18	Assessment completed
Beauty Culture			22	Assessment going to be held
Carpentry furniture			14	Ongoing
Mobile repairing			20	Assessment going to be held
Wood carving and lathe			22	Assessment going to be held

1.7 What are the planned results that were not reached? Explain why.

There were no issues, which not reach the planned results

1.8 Give examples of how youth have had a real influence and real participation in the program more than just being a target group.

SWOAD has formed village level volunteer groups in the 6 DS divisional areas. While planning a project especially the VT courses, we gather the information of the VT courses needed in the division through these groups and Youth committees. Ex: We could able to identify exact course, which is need for youth and we adopt into our proposal. These groups are of very useful to SWOAD for implementing these projects in the Division.

Targeted youths also take part of youth groups and involve in general social works such as 'sramathana' activities, etc.

1.9 Describe how gender barrier influences the equal participation of girls and boys in the projects?

Generally, there is no significant gender barrier, which resulted smooth and equal participation. Many of the courses are separately designed for male and female trainees. Only Mobile phone repairing course includes male and female. Even though, there is no gender barrier influences. We have requested instructor to ensure equal participation of girls and boys. We have instructed instructor to include gender policy of SWOAD, which is highly practiced by organization, staff themselves.

In the ODW project, we have included 81 male trainees and 59 female trainees. We do not see any gender based discrimination among them.

We consider gender aspect in our all implementation. We have separate facilities for female such as dress changing room, bathroom, toilets, resting room. The same facilities we have for male too.

1.10 Describe how youth with disabilities have had opportunities to participate in the program?

We have included disability in our program. Ex. In the mobile phone repairing course, we have included a boy who cannot walk. Past days he struggled to manage his life as there was no hope for him. Now, he is happy to learn the course, which is built his hope.

1.11 Describe the roles of the PSO and DF. Give concrete examples.

We could say that ODW have given the capacity building training to the ODW supported staff and also checking the finance procedure and guided the financial Officer. ODW trained us on Do no harm, where we can practice in field.

1.12 Give an overview of all evaluations, assessments, or special follow-ups during the year 2010.

We do monthly review. During the monthly review project assess by program coordinator and gives his feedback to the project officer and report to SWOAD management. Ex: Course delay has been flagged-up and instructed to speed up. Trainees' punctuality and class room neatness corrected after the feedback.

Also, program officer visits to the drop-out trainees and persuade them to know the important of vocational trainings and especially program coordinator visit the training centre and discusses with the instructors & trainees and take necessary action.

1.13 Promotion of peace

We have included peace promotion in entire projects of SWOAD. Also, in ODW project, we have included two ethnic communities' youth such as Muslim and Tamil youths. Our trainees participated to youth camp for peace building, which held in Trincomalee that was more helped to have experience in build relationship with other ethnic communities.

Further, our youth are contributing to youth magazine which has foremost theme for ethnic harmony.

1.14 Inclusion of war victims

Our selection criteria are prioritized to include war affected youth in our training programs. Most of the trainees in the courses are war affected youths and especially we have included under recruited children.

1.15 Explain deviations from the planned budget:

Expenditure statement – Year 2010

Code	PROJECT ACTIVES	UNIT	UNIT COST	Total Budget	Total Exp	Balance
A	Capital Expenditure					
A1	Wood Carving					
A1.1	Tools and Equipment	1	230,000.00	230,000.00	230,000.00	0.00
	Sub Total		230,000.00	230,000.00	230,000.00	0.00
B	Programme / Activities					
B0	Continue from the 2009 budget & activity - Carpentry Furniture					
B01	Instructor Salary	3 Months	20,000.00	60,000.00	60,000.00	0.00
B02	Demonstrator salary	3 Months	18,000.00	54,000.00	54,000.00	0.00
B03	EPF & ETF	3 Months	5,700.00	17,100.00	17,100.00	0.00
B04	Security allowance	3 Months	5,000.00	15,000.00	15,000.00	0.00
B05	Electricity	3 Months	5,000.00	15,000.00	15,000.00	0.00
B06	Trainees stipends	3 Months	36,000.00	108,000.00	88,000.00	20,000.00
B07	Exam fee	18 Trainees	1,000.00	18,000.00	12,000.00	6,000.00
B08	Tools of trade	18 Trainees	15,000.00	270,000.00	209,860.00	60,140.00
B09	Consumable	1		50,000.00	38,991.00	11,009.00
	Subtotal		105,700.00	607,100.00	509,951.00	97,149.00
B1	Air condition & refrigerator (Level - 3)					
B1.1	Instructor Salary	5 Months	20,000.00	100,000.00	100,000.00	0.00
B1.2	Demonstrator Salary	5 Months	18,000.00	90,000.00	90,000.00	0.00
B1.3	EPF + ETF (15%)	5 Months	5,700.00	28,500.00	28,500.00	0.00
B1.4	Consumable		90,000.00	90,000.00	74,989.00	15,011.00
B1.7	English class (72 Hours)	42 hr	500	21,000.00	8,500.00	12,500.00
B1.9	Singhalese language Class	72 hr	500	36,000.00	20,000.00	16,000.00
B1.11	Electricity	5 Months	2,000.00	10,000.00	2,000.00	8,000.00
B1.13	Basic Stipends / Travel Allowance with OJT (20 Trainees x 8 months x 2,000/-)	8 Months	40,000.00	320,000.00	300,000.00	20,000.00
B1.17	Exam Fees for TVEC	20 Trainees	1,000.00	20,000.00	16,132.00	3,868.00
B1.21	Providing Trainees Tools	20 Set	15,000.00	300,000.00	222,750.00	77,250.00
	Sub Total		192,700.00	1,015,500.00	862,871.00	152,629.00

B2	Electrician (Level - 3)					
B2.1	Instructor Salary	5 Months	20,000.00	100,000.00	100,000.00	0.00
B2.2	Demonstrator Salary	5 Months	18,000.00	90,000.00	90,000.00	0.00
B2.3	EPF + ETF (15%)	5 Months	5,700.00	28,500.00	28,500.00	0.00
B2.5	Consumable		75,000.00	75,000.00	34,323.00	40,677.00
B2.7	English class (72 Hours)	72 H	500	36,000.00	36,000.00	0.00
B2.8	Singhalese language Class	72 hr	500	36,000.00	25,000.00	11,000.00
B2.9	Electricity	5 Months	3,000.00	15,000.00	4,164.00	10,836.00
B2.10	Basic Stipends / Travel Allowance (20 Trainees x 8 months x 2,000/-)	8 Months	40,000.00	320,000.00	269,300.00	50,700.00
B2.12	Exam Fees for TVEC	20 Trainees	1,500.00	30,000.00	-	30,000.00
B2.13	Providing Trainees Tools	20 Set	15,000.00	300,000.00	269,280.00	30,720.00
	Sub Total		179,200.00	1,030,500.00	856,567.00	173,933.00
B3	Carpentry furniture (Level - 4)					
B3.1	Instructor Salary	9 Months	20,000.00	180,000.00	140,000.00	40,000.00
B3.2	Demonstrator Salary	9 Months	18,000.00	162,000.00	126,000.00	36,000.00
B3.3	EPF + ETF (15%)	9 Months	5,700.00	51,300.00	39,900.00	11,400.00
B3.4	Consumable		225,000.00	225,000.00	164,524.00	60,476.00
B3.5	Security	9 Months	5,000.00	45,000.00	-	45,000.00
B3.7	English class (72 Hours)	72 hr	500	36,000.00	15,000.00	21,000.00
B3.8	Singhalese language Class	72 hr	500	36,000.00	6,250.00	29,750.00
B3.9	Electricity	9 Months	5,000.00	45,000.00	30,000.00	15,000.00
B3.10	Basic Stipends / Travel Allowance with OJT (20 Trainees x 12 months x (20 Trainees x 12months x 2,000/-)	12 Months	40,000.00	395,000.00	194,000.00	201,000.00
B3.11	Uniforms	20 Trainins	1,500.00	30,000.00	21,000.00	9,000.00
B3.13	Exam Fees for TVEC	20 Trainins	1,000.00	20,000.00	-	20,000.00
B3.14	Tools and Equipment maintenance (Running cost)			20,000.00	-	20,000.00
B3.15	Providing Trainees Tools	20 Set	15,000.00	300,000.00	-	300,000.00
B3.16	Safty Equipment			35,000.00	30,700.00	4,300.00
	Sub Total		337,200.00	1,580,300.00	767,374.00	812,926.00
B4	Wood carving and Lathe					
B4.1	Instructor Salary	6 Months	20,000.00	120,000.00	120,000.00	0.00
B4.2	Consumable	6 Months	170,600.00	170,600.00	105,495.00	65,105.00
B4.3	Fist aid materials	1	1500.00	1,500.00	1,355.00	145.00
B4.4	Electricity	6 Months	3,000.00	18,000.00	4,847.50	13,152.50
B4.5	Name Board	1	5,000.00	5,000.00	4,900.00	100.00
B4.6	Basic Stipends / Travel Allowance (25 Trainees x 6 months x 2,000/-)	6 Months	50,000.00	300,000.00	287,000.00	13,000.00
B4.7	Uniforms	25 Trainees	1,500.00	37,500.00	37,000.00	500.00
B4.10	Providing Trainees Tools	25 Set	15,000.00	375,000.00	268,200.00	106,800.00
B4.11	English class (72 Hours)	72 Hr	500	36,000.00	36,000.00	0.00
B4.12	Singhalese language Class	72 hr	500	36,000.00	9,500.00	26,500.00
B4.13	Security	6 Months	5,000.00	30,000.00	30,000.00	0.00
B4.14	Exam fees for VTA	22 Trainees	700.00	15,400.00	14,325.00	1,075.00
	Sub Total		271,800.00	1,145,000.00	918,622.50	226,377.50
B5	Mobile Phone Repairing					
B5.1	Instructor Salary	3 Months	25,000.00	75,000.00	75,000.00	0.00
B5.3	EPF + ETF (15%)	3 Months	3,750.00	11,250.00	11,250.00	0.00

B5.4	Rent for Consumable and Tools	3 Months	20,000.00	60,000.00	60,000.00	0.00
B5.5	English class (32 Hours)	32 H	500	16,000.00	11,500.00	4,500.00
B5.6	Singhalese language Class (32 Hours)	32 H	500	16,000.00	11,500.00	4,500.00
B5.7	Basic Stipends / Travel Allowance (20 Trainees x 3 months x (20 Trainees x 3 months x 2,000/-)	3 Months	40,000.00	120,000.00	120,000.00	0.00
B5.8	Providing Trainees Tools	20 Set	1,500.00	30,000.00	25,500.00	4,500.00
B5.9	Exam fees for VTA	20 Trainees	700.00	14,000.00	13,520.00	480.00
	Sub Total		91,950.00	342,250.00	328,270.00	13,980.00
B6	Beauty Culture - Alayadivembu					
B6.1	Instructor Salary	6 Months	25,000.00	150,000.00	150,000.00	0.00
B6.2	EPF + ETF (15%)	6 Months	3,750.00	22,500.00	22,500.00	0.00
B6.3	Consumable		100,000.00	100,000.00	97,360.00	2,640.00
B6.4	English class (72 Hours)	48 H	500	8,600.00	3,500.00	5,100.00
	Singhalese language Class	48 hr	500	24,000.00	10,500.00	13,500.00
B6.5	Basic Stipends / Travel Allowance (25 Trainees x 6 months x (25 Trainees x 6 months x 2,000/-)	6 Months	50,000.00	300,000.00	279,000.00	21,000.00
B6.6	Uniforms	25 Trainees	1,500.00	37,500.00	37,000.00	500.00
B6.8	Tools Rent		10,000.00	10,000.00	10,000.00	0.00
B6.9	Providing Trainees Tools	25 Set	15,000.00	375,000.00	330,000.00	45,000.00
B6.10	Exam fees for VTA	22 Trainees	700.00	15,400.00	14,230.00	1,170.00
	Sub Total		206,950.00	1,043,000.00	954,090.00	88,910.00
B7	Support training activities					
B7.1	Career Guidance	6 Training	6,000.00	26,000.00	14,720.00	11,280.00
B7.5	Leadership building	6 Training	6,000.00	36,000.00	-	36,000.00
B7.6	Parents Awareness	6 Training	6,000.00	36,000.00	24,191.00	11,809.00
	Sub Total		18,000.00	98,000.00	38,911.00	59,089.00
B8	Certificate Awarding ceremony for 6 Course		30,000.00	30,000.00	3,355.00	26,645.00
	Sub Total		30,000.00	30,000.00	3,355.00	26,645.00
B9	Insurance for 180 VT beneficiaries	180	950.00	171,000.00	133,950.00	37,050.00
	Insurance for 09 instructors	9	2,000.00	18,000.00	16,000.00	2,000.00
			2,950.00	189,000.00	149,950.00	39,050.00
C	Recurrent expenditure					
C1	Project Officer	12 Months	25,000.00	300,000.00	300,000.00	0.00
C3	Finance Assistant	12 Months	15,000.00	180,000.00	180,000.00	0.00
C4	EPF + ETF (15%)	12 Months	8,250.00	72,000.00	72,000.00	0.00
C5	Stationary	12 Months	3,000.00	36,000.00	35,700.35	299.65
C6	Communication	12 Months	5,000.00	60,000.00	36,598.78	23,401.22
C7	Motor Cycle Fuel	12 Months	5,000.00	60,000.00	35,535.76	24,464.24
C8	Staff Participation in Meeting / Training			30,000.00	27,692.20	2,307.80
C9	Materials Transport			15,000.00	5,500.00	9,500.00
	Sub Total		61,250.00	753,000.00	693,027.09	59,972.91
	Grand Total			8,063,650.00	6,312,988.59	1,750,661.41

Opening Balance	302,690.85
Received Amount	6,163,528.00
Total Amount	6,466,218.85
Up to last Month	4,843,006.48
This Month Expenses	1,469,982.11
Total Expenses	6,312,988.59
Balance	153,230.26

Updated Annual action plan:-

Activities	Ja	Fe	Ma	Ap	Ma	Ju	Ju	Responsibility
Coordinate with VTA, TVEC and receiving modules, trainees handbook and their guidance	x					x		Project Officer
Purchasing consumable, tools and equipments for training		x			x			Project Officer
Conducting additional skills training		x		x				Project Officer
Conducting English and Sinhalese language classes	x	x	x	x	x	x		Project Officer
Identifying job providers and making agreement			x					Project Officer
Joining trainees to job providers for OJT				x				Project Officer
Monitoring trainees, who follow OJT				x	x	x		Project Officer
Assessing trainees for each courses						x		Project Officer
Providing certificate and tools set							x	Project Officer
Guiding and advising for their job						x		Project Officer

Note: The red colour 'x' indicates the update.