

## **Vacancy Notice**

### **Title : Project Coordinator**

Location : Selected Divisional Secretariats in Jaffna District

**Application Deadline Date : 21st of June, 2017.**

Category : Project Management

Type : Fixed term, Full-time

**Duration : 1 year with possibilities of extension**

### **Job Description**

SOND – Social Organizations Networking for Development is a leading non-governmental organization in Jaffna and some other selected districts in Sri Lanka. SOND was formed during 1998 by a few individuals who were interested in community Development. The pioneer was Mr.S.Senthurajah. The organization is well connected with all three major communities of the country in Ampara while the work is with Tamils and Muslims in Batticaloa and Mannar districts and concentrates more on Tamil community in Jaffna District.

Mission of the organization is strengthening civil societies through supporting and organizing different people's organizations and groups and makes them to function as a model to create a Better Society. SOND is going ahead for a Better Society.

The vision is to create a new society where no one is at any conflict and peace prevails and all are engaged in their respective socio economic development including savings and utilizing natural resources for maximum benefit.

We are currently looking for experienced, energetic, and result oriented person to our team on a social development project which aims to promote Decent work, protection and wellbeing for migrant workers and their families in Sri Lanka. The project will work closely with all relevant stakeholders, National & Provincial Government authorities.

This project is mandated and funded by the Swiss Agency for Development and Cooperation SDC.

**Project Coordinator:** Safer Labour Migration Project in Jaffna District

**Job Profile:**

The Project Coordinator (PC) will work to developing proposals as per the guideline from Executive Director – (ED –SOND) based on the analyze and understanding the ground need and donor requirements, and facilitate to implement the activities to meet the project goal, objectives for the protection and wellbeing of migrant workers, and their families left behind in the project locations; having overall responsibility of planning, implementation, monitoring, and supervise all activities of project in the field. In addition, s/he will be responsible to the followings-

- a. Supporting and coaching project team to ensure the effective delivery of the project activities in their working divisions.
- b. Ensure all project activities are implemented as per the annual work plan with required quality, within the project scope and budget.
- c. Develop and maintain good relationship with all relevant stakeholders of the project and ensure their contribution for the better services to the beneficiaries.
- d. Keep abreast of development trends in the district, and country, collect background and additional information relating to context of the project
- e. Promote the documentation of good practices and synthesis of lesson learned, and ensure that these are reflected and practiced in the projects
- f. Undertake regular visits to field to understand the ground situation and take necessary actions for improvement in quality of project performance.
- g. Prepared weekly, monthly project progress report for internal purpose, and quarterly activity reports, and semi-annual, and annual operational reports to donor organization.
- h. Managed and handle budget in as per the guidance ED-SOND avoid under/over expenditure and organizing well to achieve the overall objective in coordination with the finance officer.
- i. Coordinate with other partner organizations of SDC for experience sharing, advocacy, and knowledge sharing
- j. Developed suitable and comprehensive project monitoring frame work to ensure the results to be achieved, as per the approved logical framework
- k. Created suitable environment and space to work as team to achieve the overall objective of the project
- l. Representing SOND at all relevant forums related to the project and contributing to achieve the overall goal of the project

m. Perform any other duties and responsibilities assigned by ED-SOND

### **Required Skills and Qualifications**

- i. Educational qualification in relevant field.
- ii. At least three years' experience in community development, programme coordination, community mobilization, and two years' experience in project management in a NGO context
- iii. Interpersonal, advocacy, networking, and report writing skills with the ability to effectively work with project team, relevant stakeholders, community representatives, and donor
- iv. Ability to capture the current socio, economic, and cultural context of the project locations, and work along with.
- v. Ability to read and write, and communicate fluently in Tamil and same in English will be desirable.
- vi. Ability to work on MS Office including Word, Excel, Power point, email & internet
- vii. Ability to travel extensively within the project locations, and conducting awareness sessions, group meeting with beneficiaries, and relevant stakeholders
- viii. Ability to travel Colombo and other districts whenever required for the meetings with Donor, government officials, and other partners of SDC
- ix. Ability to coach and improve the performance of the team and monitor the project implementation for gradual progress
- x. Commitment to the core values followed by SOND

SOND may offer a competitive salary based on the knowledge, experience, skills of the individuals. If you are interested to work on the project with SOND and meet all the required qualifications submit your application with a covering letter why you are interested on this position along with your resume on or before the closing date indicated to the following address.

**Email: [senthu@eureka.lk](mailto:senthu@eureka.lk)**

**Post mail: No -18/10, Wyman Road, Nallur, Jaffna**

**Female Candidates are encouraged to apply**

Only short listed candidates will be notified