



**JOB DESCRIPTION**

<b>POSITION TITLE</b>	Project Officer
<b>REPORTING TO</b>	Snr.Project Officer
<b>DUTY STATION</b>	Vavuniya
<b>CONTRACT TYPE</b>	Short Term
<b>CONTRACT DURATION</b>	From joining till 31 <sup>st</sup> Dec 2024 (Extendable subject to performance and Organizational need)

**PURPOSE**

Islamic Relief Worldwide is an International Humanitarian and Development agency dedicated to alleviating the poverty and suffering of the world's poorest people. Islamic Relief initiated its Sri Lanka operation since the year 2005 to alleviate the poverty of the needy and vulnerable people

The office reinforces implementing g structure to enable vulnerable people and their communities to develop themselves sustainably and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises and development needs.

**JOB PURPOSE**

Project Officer would be the technical person of the project to support the field team in terms of planning, designing livelihoods tools and methods, linking with the service providers, introduce innovation, fill the gaps and track the delivery of the project interventions. He/she will also be responsible to collect data, reporting and documentation. S/he will be traveling to the field and will be providing technical supports.

**KEY ACCOUNTABILITIES**

Job holder works with internal stakeholders (staff members) and external stakeholders as per guidance from line manager.

**KEY ROLES/RESPONSIBILITIES AND ACCOUNTABILITIES**

Project Officer accountable to fulfil his/ her roles and responsibilities in line with IRW's and IRSL code of conduct, values and principles, and to report to his/her line-manager regularly on the basis of annually defined key performance indicators (KPIs).

**Program Implementation:**

- Conduct project inception to the community and stakeholders to select the most vulnerable students.
- Provision of dry food packs and bicycles to the selected vulnerable students.
- Coordinate meeting with relevant government officials, Co-existence societies
- Organize community driven events (such as sports festivals, dramas, cultural events and debates) with the facilitation of school community.
- Encourage students and parents from different ethnic communities to improve mutual relationships and understanding resilience and peace building.
- Identify suitable subject teachers and train them on developing curriculum for each

academic year.

- Conduct evening classes on core subjects to catch up on the curriculum those were missed during school period and regular monitoring visit to the school at least 3 days in a week.
- Conduct module exam for the evening class students at least once a month for each subject and coordinate with the subject teachers and provide results.
- Conduct Awareness and Advocacy session to students and parents on negative effects of drug and students' safety and security.
- Improve access to the learning environment of Library, Laboratory and Sports facilities in selected schools.
- Support to select the pre-schools and improve the facilitation to the access of students' learning environment.
- Regular monitoring and follow up activities with selected schools and students at least 3 days in a week.
- Ensure the Project outcomes are reached to beneficiaries with the support of relevant team members based on the monthly plan.
- Ensure a positive working environment in place with good team spirit.
- Representing authorities and participating in official meetings to ensure maximum visibility when needed.
- Ensure work plan is duly met and documented.
- Ensure Monthly reports and work plan will be shared and get it approved before the 1<sup>st</sup> day of the following month.
- Ensure project activities will be completed (with evidence based) towards reaching output, outcome and impact as per agreed DIP.
- All activities should be carried out as per organizational policies, procedures and based on the projective output, outcome and as per agreed DIP.
- All activities should be evidence based.
- Prepare monthly result-based activity plan of activities of the projects (the quantitative plan and target should be agreed and signed by Line Manager and results should be sent on the last day of the month and get it signed by line Manager)
- Prepare monthly quarterly result based progressive report to the line manager.
- Preparing and coordinating plans and activities that contribute towards the objective of the program.
- Maintain all hard copies and soft copies of the project documents safely and accessible.
- Facilitate Monitoring visit of CR/MEAL/Finance Visit.
- Perform any other task assigned or required.

#### **Operation Management and Budget Control:**

- Ensure organization overall performance standards are improved as a continuous process.
- Provide expenses control including compliance with IRSL donor requirements.
- Ensure transparency and accountability tools, processes, and mechanisms to affected communities are in place.
- Ensure donor and agency compliance is met at all levels of project/program management cycle.

#### **Policy Compliance:**

- Ensure the project achieves its overall goal in conformity to all IRW and IRSL policies and guidelines.
- Islamic Relief Sri Lanka is committed towards Prevention of sexual abuse and exploitation (PSEA) and have systems in place.

## **PERSON SPECIFICATION**

It is essential that the post holder shows a good understanding and sympathy with the organizational values & principles, vision and mission as well as commitment to its PSEAH (preventing sexual exploitation abuse and harassment) protocols. IR has a zero-tolerance policy towards PSEAH and don't support any action that promotes or encourages PSEAH.

**Education & Experience:** Bachelor's Degree with 2 years or UGC recognized diploma with 3 years relevant discipline experience in similar capacity in NGO setup.

**Language:** Tamil (Must) and Sinhala/ English languages

**Desirable:** Empathy, Good communication skills, Ability to work in a multicultural environment, analytical skills, Teamwork/working with people, Drive for results Learning Elements.

**Computer Skills:** MS Office and Outlook familiarity

**HOW TO APPLY?** Please fill up the application form on [https://topjobs.lk/demo/2023/OCT/Application\\_Form.docx](https://topjobs.lk/demo/2023/OCT/Application_Form.docx) & email to [HR@islamic-relief.lk](mailto:HR@islamic-relief.lk) mentioning position title as **subject of the email**. **Last date to apply is 12<sup>th</sup> September 2024. Applications will only be accepted on prescribed job application form.**