



**Field Officer**  
**(To be based in the Kilinochchi districts)**

**Terms of Reference**

**1. Background**

**The Centre for Equality and Justice (CEJ) is the locally registered office consisting of former staff of FOKUS WOMEN, which was in operation in Sri Lanka since June 2012.** CEJ was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women live in a society that is free, just and equal. This will be achieved by promoting gender equality, by advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and by fostering partnerships with grassroots level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public sphere. CEJ engages with policy makers, government officers and strengthens grassroots level women's capacities to claim their rights.

*CEJ is currently looking for one (01) experienced and highly motivated **female candidate** to be part of a project titled "Collectively Coping: War Affected Children at Risk and Resilient Mothers in Kilinochchi and Anuradhapura Districts" Project for the position of a Field Officer to be based in the Kilinochchi District.*

*Candidates from other districts who are willing to relocate to Kilinochchi are especially invited to apply.*

**2. Responsibilities**

- Mobilize and organize communities in the assigned geographical locations (Divisional level and Grama Niladhari [GN] level) and act as a focal point of contact for the assigned communities.
- Manage and supervise two Community Facilitators (CF) within the selected project districts and provide them with support and guidance to carry out their tasks in an effective manner.
- Assist in organizing workshops, training, field visits and other events in assigned geographical locations, including preparation of budgets, pay settlements and other logistical arrangements.
- Assist in preparing narrative reports, project progress reports and any other related documentation in English.
- Ability to undertake field research if necessary and keeping CEJ updated on local developments related to the project locations.



- Coordinate the regular collection of information for reporting on the project.
- Participate in relevant activities with the beneficiaries, authorities and civil society organizations
- Work closely with the CEJ Project Staff in regular monitoring of project activities.
- Support the CEJ Project Staff in timely project implementation and efficient internal and external communications.
- Maintain excellent relations with senior project supervisors and project stakeholders.
- Assist in creating a platform for learning and documenting best practices.
- Assist the CEJ team with any other projects carried out by CEJ.
- The Field Officer reports to the Executive Director.
- Travel to project locations and Colombo will be required.
- Any other functions assigned by the management.

### **3. Qualifications**

- University degree in development studies, social science or in a relevant discipline, with 02 years demonstrated experience in a similar capacity.
- Prior experience in working on livelihood development, social services or community development projects and understanding of integrating gender and women's leadership into project activities.
- Demonstrated working experience and good contextual understanding of the Northern Province and in Kilinochchi districts of Sri Lanka.
- Written and oral proficiency in Tamil (Kilinochchi District). Proficiency in English language would be an added advantage.
- Above average computer proficiency in general office software applications (i.e. Word, Excel, PowerPoint)
- Experience in project reporting and monitoring.
- Ability and willingness to undertake frequent field visits.
- Ability to facilitate / lead interactive discussions and workshops.
- Commitment to women rights and child rights.
- Ability to work with people at all levels, ranging from district government officials to community leaders.
- Resourcefulness, proven interpersonal skills and the ability to work in a diverse environment with sensitivity and respect.

### **4. Remuneration**

Salary: Negotiable

Terms of Contract: Selected candidates will be awarded an initial one-year contract. Contract extension is based on satisfactory performance.



**Commencement of duties: Immediate**

## **5. How to Apply**

*Only short-listed candidates will be called for an interview. Interested candidates may send a CV and two non-related referees to [srilanka.cej@gmail.com](mailto:srilanka.cej@gmail.com) indicating the position and the location applied for in the subject line of the email by **30th September 2022.***