



# VACANCY

## Project Assistant

### Terms of Reference

**CEJ is seeking the services of a female Project Assistant with immediate effect**

#### 1. Background

The Centre for Equality and Justice is the locally registered office consisting of former staff of FOKUS WOMEN, which was in operation in Sri Lanka since June 2012. Centre for Equality and Justice (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 strengthen grassroots level women's capacities to claim their rights.

#### 2. Responsibilities

- Assist in organizing workshops and trainings, field visits and other events in and out of Colombo, including preparation of budgets, settlements and other logistical arrangements.
- Assist in preparing annual narrative reports, project progress reports and any other related documentation.
- Ability to undertake web research and keeping CEJ updated on international and local developments related to the mandate of CEJ.
- Coordinate the regular collection of information for the reporting of the UN Women project and other projects implemented by CEJ.
- Participate in relevant activities with the authorities and civil society organizations when called upon
- Support the CEJ team in timely project implementation and efficient internal and external communications.
- Assist in creating a platform for learning and document best practices
- Assist the Executive Director and CEJ staff in proposal writing and any other fundraising.
- Assist CEJ to organize events, dialogues and discussions both in Colombo and in other districts • Proof reading of documents and translation of documents where necessary
- Assist the CEJ team in any work related to the CEJ mandate.
- The Project Officer reports to the Executive Director.
- Travel out of Colombo to project locations will be required.

### 3. Qualifications and experience

*Required:*

- Bachelor's degree in Social Sciences or Humanities.
- Demonstrated commitment to development work and ability to implement projects.
- Minimum one year working experience in a local or an international NGO or similar organization.
- Experience in grant management, monitoring project results and preparing progress reports
- Proficiency in written and spoken English
- Experience in working with MS office, Excel and similar programmes
- Excellent interpersonal skills with an ability to network and liaise in a diverse environment.
- Ability to work independently, take initiative, manage multiple and competing priorities, and handle detail.
- Willing to travel to North, East and other project locations as required.

*Preferred:*

- Excellent writing, reading and speaking skills in Sinhala.
- Demonstrated experience in implementing projects with government institutions.
- Demonstrated experience using social media platforms for public awareness on socio political issues.

### 4. Remuneration

An attractive monthly salary based on relevant experience and qualifications. Travel, food and accommodation costs for field visits will be covered by the Organization.

Only short-listed candidates will be notified. Interested candidates may send a resume with a covering letter explaining why they are suitable for the position to [srilanka.cej@gmail.com](mailto:srilanka.cej@gmail.com) with names and contact details of two referees.