



Terms of Reference

Communications Assistant (CA)

(Part Time)

1. Background

The Centre for Equality and Justice was registered 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 strengthens grassroots level women's capacities to claim their rights.

2. Responsibilities

- i) Assist in implementing CEJ's overall communications plan as well as project-related communicated activities.
- ii) Generating content or support the generating of content for CEJ's various social media platforms.
- iii) Extract information from CEJ's research to be used in CEJ's communications.
- iv) Assist in archiving and disseminating CEJ's communications materials and publications.
- v) Assist in compiling project-related reports and CEJ's publications.
- vi) Assist in branding compliance checks of all communications materials produced by CEJ.

3. Requirements

- A team player who has an eye for design and/or has strong writing skills. The posting is open to graduates in the Arts or Social Sciences or any other relevant discipline.
- A good command of (written and spoken) English and Sinhala or Tamil is essential.

- Experience with working on Canva and Illustrator or other similar image generating platforms is expected.
- Ability to share content and manage social media platforms is required.
- Previous paid and unpaid work experience is not required, but will be an added advantage.
- This posting for the CA, is a part-time vacancy requiring three days (08hrs each) of work every week. The days can be arranged at the CA's convenience.

4. Duration

The above posting is for a duration of 3 months from 1 July 2020- 1 September 2020 with a possibility of extension.

5. Payment

Payment will depend on the level of skill and experience of the successful applicant. This pre-fixed amount agreed upon by CEJ and the CA will be paid monthly.