

Terms of Reference

Communications Officer

(Part Time)

1. Background

The 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 and persons with diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) live in a society that is free, just and equal. This will be achieved by promoting gender equality, 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 fostering partnerships with grassroots-level women's networks. CEJ is primarily a women's organisation working on the rights of women in the private and public spheres. CEJ engages with policymakers, and government officers and strengthens grassroots-level women's capacities to claim their rights.

2. Responsibilities

- i) Participate in and monitor comms related project activities in order to create timely communication and media content.
- ii) Develop content for press kits, media releases, newsletters and other communication materials related to project implementation.
- iii) Support project teams with:
 - a) Data management assistance for comms related deliverables.
 - b) Planning and executing social media campaigns in consultation with project teams and CEJ Executive Director.
 - c) Plan and budget communications related deliverables within each project.
 - d) Promote content on social media and ensure digital visibility.
 - e) Generate accurate, detailed reports covering analytics and narrative explanations of social media campaigns.
 - f) Ensuring all content is generated/collected/created with concepts from featured parties and is in line with CEJ's processes of review and approval.
 - g) Support with Monitoring and Evaluation measures on communications related measurables both at project and programme level.
- iv) Support CEJ's organizational functions such as:
 - a) Ensuring rapid and accurate information dissemination to national and local media, and other appropriate audiences.

- b) Maintaining CEJ's existing comms trackers and developing relevant communications targets
- c) Assist in archiving communications material, content and other administration related processes.
- d) Updating and maintaining CEJ's website.

3. Requirements

- A team player with a minimum of 2-3 years of experience in communications
- This posting is a part-time vacancy, the number of days will be agreed upon with CEJ and the candidate.
- A good command of (written and spoken) English and Sinhala or Tamil is essential.
- Experience with working on Canva and Adobe design products or other similar image generating platforms is expected.
- Ability to share content and manage social media platforms is required.

4. Duration

The duration of the above posting will be mutually agreed upon by the Communications Officer and CEJ.

5. Payment

Payment will depend on the level of skill and experience of the successful applicant subject to negotiation.

6. Confidentiality and Copyright

Both during and after the end of the contract the Consultant must not disclose any matters that have come to his/her knowledge during the course of his/her duties. This shall not apply to communications made in the normal discharge of duties or to facts that are manifest to the public or which by their nature or importance do not require to be treated as confidential.

Any material produced will be the sole property of CEJ. It may not be reproduced in whole or in part in any other production without the written approval of CEJ.

How to apply

Only short-listed candidates will be notified. Interested candidates may send a CV to srilanka.cej@gmail.com with two referees and the email subject line: CEJ Communications Officer by the 3rd January 2025.