



Community Facilitator (For female candidates based in Kilinochchi district)

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 one Community Facilitator based in Kilinochchi.*

2. Responsibilities

- Support to form women's Self Help groups (SHGs) in the respective Divisional secretariat.
- Work closely with the CEJ Field Officer on regular monitoring of project activities.
- Identify local level partners, support and facilitate the implementation of planned activities.
- Facilitate the forging of links with local community based groups, government entities, beneficiaries and other stakeholders on project implementation.
- Organize small scale community discussions and focus group discussions.
- 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 / groups.
- Assist in organizing workshops, training, field visits and other events in assigned geographical locations, including preparation of budgets, settlement of advances and other logistical arrangements.
- Coordinate the regular collection of information for reporting on the project.
- Conduct assessments of beneficiaries under the supervision of the Field Officer.



- Prepare progress reports outlining project field activities.
- Participate in relevant activities with the beneficiaries, authorities and civil society organizations.
- Seek necessary approvals from government agencies (DS office, Grama Niladhari) to implement the project activities
- Support the CEJ Project Staff in timely project implementation and efficient internal and external communications.
- Maintain excellent working relations with senior project supervisors and project stakeholders.
- Assist in creating a platform for learning and documenting best practices.
- The Community Facilitator reports to the Executive Director.
- Travel to project locations and Colombo will be required.
- Any other functions assigned by the management.
- Adhere to Kindernothilfe's anti-corruption and child protection policies and the corporate design policy.

3. Qualifications

- University degree and / or diploma from a recognized institution in development studies, social science or in a relevant discipline, with 01 year 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 Provinces and in the Kilinochchi districts of Sri Lanka.
- History of work with diverse populations in the assigned geographical location, and in facilitating the work of others.
- Experience of member involvement in activism or campaigning.
- Written and oral proficiency in Tamil. Proficiency in English language would be an added advantage.
- Above average computer proficiency in general office software applications (i.e. Word, Excel, PowerPoint)
- Strong communication and networking skills.
- 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 notified. Interested candidates may send a resume to srilanka.cej@gmail.com with names and contact details of two referees with the email subject line **KH Community Facilitator CV** by 8th November 2022.*