

## **Project Officer**

### **Terms of Reference**

#### **1. Background**

The Centre for Equality and Justice (CEJ) is a national women's rights organisation established in 2017 as a company limited by guarantee. CEJ is committed to achieving gender justice so that all individuals—including women, men, and persons with diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC)—can live in a just, free, and equal society. Rooted in a deep commitment to social justice, CEJ works across Sri Lanka with Sinhala, Tamil, and Muslim communities, particularly women and youth affected by conflict, marginalisation, and structural inequality. The organisation promotes gender equality, the rule of law, good governance, and inclusive democratic principles through a holistic and intersectional approach that combines community empowerment, research, policy advocacy, capacity building, and awareness-raising.

CEJ has significant expertise in addressing Sexual and Gender-Based Violence (SGBV)—including in digital spaces and conflict-affected contexts—and has contributed meaningfully to legal reforms, most notably the inclusion of sexual bribery in Sri Lanka's 2023 Anti-Corruption Act. It works closely with policymakers, local authorities, grassroots women's networks, and national actors to promote women's economic, social, and political achievements, and to ensure inclusive governance. The organisation is uniquely positioned to lead transformative, community-based development initiatives—such as the "Collectively Coping" project—based on its proven track record in conflict-affected regions, its capacity to support victim-survivors, and its ability to work across ethnic, regional, and institutional boundaries.

#### **2. Project Scope**

CEJ is currently implementing a five-year project titled "Collectively Coping: War-Affected Children at Risk and Resilient Mothers in Kilinochchi and Anuradhapura Districts". The project focuses on empowering women and children from conflict-affected and economically marginalised communities through the Self Help Approach (SHA).

Over the past three years, CEJ has successfully established more than 100 Self Help Groups (SHGs) across the two districts. Now at the peak of its implementation phase, the project is working toward consolidating these SHGs into cluster-level associations (CLAs) as an intermediate step toward forming two district-level federations. These structures will serve as platforms for long-term community leadership, sustainability, and collective advocacy. To promote the economic empowerment of SHG members, CEJ is connecting women with Small and Medium Enterprise (SME) training opportunities and supporting them to initiate home-based or small-scale businesses. Simultaneously, the project carries out a range of rights awareness programmes for women and children, enabling them to understand and advocate for their civil, social, and economic rights within their communities.

In addition to expanding SHGs and establishing Children’s Clubs in newly identified areas, the project also focuses on building partnerships with local authorities, providing continuous training to staff and SHG members, and ensuring that all interventions are rooted in the SHA model and its values of self-reliance, solidarity, and participatory development.

### 3. Responsibilities

The Project Officer will be responsible mainly for the implementation and coordination of the “Collectively Coping: War-Affected Children at Risk and Resilient Mothers” project in Kilinochchi and Anuradhapura districts. The role requires strong leadership skills in managing project teams in both districts, engaging with stakeholders, ensuring quality delivery of activities, and maintaining regular monitoring and reporting in line with CEJ and the donor expectations. The Project Officer will also engage in other tasks assigned to her. The Project Officer reports to the Executive Director.

Key responsibilities include:

- Lead and implement the project with the support of the CEJ team, ensuring alignment with work plans, objectives, and timelines.
- Plan and implement field-based, community-oriented activities, including mobilisation, awareness sessions, group formations, and follow-up interventions.
- Supervise and support field teams in Kilinochchi and Anuradhapura, manage two field offices, and ensure quality delivery of all community-level activities.
- Coordinate with government agencies, Divisional Secretariats, and other stakeholders to strengthen collaboration and visibility.
- Organise workshops, trainings, field visits, and community events—including logistics, budgeting, and settlements.
- Conduct regular field monitoring, evaluate implementation progress, and document outcomes and lessons learned.
- Prepare project reports, donor updates, and related documentation, while ensuring regular data collection for impact tracking.
- Undertake relevant web research, support internal learning, and contribute to knowledge-sharing and visibility materials.
- Participate in stakeholder meetings, advocacy events, and district-level forums as required.
- 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
- Proofreading of documents and translation of documents where necessary
- Assist the CEJ team in any other work related to the CEJ mandate, including proposal writing, proofreading, research into emerging issues, etc.

## 4. Qualifications and experience

### *Required:*

- Bachelor's degree in Social Sciences or Humanities. A Master's degree is preferred.
- Demonstrated commitment to development work and ability to implement projects.
- Minimum three years of working experience in a local or an international NGO or similar organization.
- Prior experience in implementing community-based or community-led development projects, ideally in partnership with government institutions, is required for this position.
- Familiarity with rights-based approaches and practical experience in women's empowerment, community mobilisation, or child rights programming.
- Strong experience in project planning, monitoring and evaluation, grant management, and report writing.
- Excellent 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 details.
- Willing to travel to the project locations as required.

### *Preferred:*

- Fluency in Sinhala with ability to also work in Tamil is preferred.
- Prior experience working on projects focused on gender justice, women's rights, or post-conflict community development.
- Familiarity with digital tools for community outreach and/or use of social media platforms for socio-political awareness.
- Experience working on issues related to technology-facilitated SGBV, digital rights, or online safety is an added advantage.

## 5. 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 CV with two referees and a cover letter to [srilanka.cej@gmail.com](mailto:srilanka.cej@gmail.com) with the email subject line: CEJ-Project Officer CV

By 20th August 2025