

Junior Project Officer

Terms of Reference

1. Background

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 project leads to implement projects
- Ability to assist in implementing projects addressing online violence or Technology Facilitated SGBV.
- 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 keep CEJ updated on international and local developments related to the mandate of CEJ.
- Coordinate the regular collection of information for reporting on 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.
- Prior experience in implementing research related projects
- Working experience in a local or an international NGO or similar organization.
- Excellent proficiency in written and spoken English and Tamil
- 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 the project locations as required.

Preferred:

- Excellent writing, reading and speaking skills in Tamil
- 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 CV with a cover letter to: srilanka.cej@gmail.com with two referees and the email subject line: CEJ-Junior Project Officer CV- Tamil By 5th August 2025