**JOB DESCRIPTION**

**Title: Sri Lanka** Project Coordinator

**Reports to:** South East Asia Coordinator

**Salary:** 200,000-240,000 Sri Lankan per month – Full time. (Final salary dependent on skills and experience of preferred candidate).

**Location:** Sri Lanka (preferably Colombo). The post holder will work from home and will need to ensure good connectivity and internet access at all times..

**A: Purpose of the job**

The purpose of the job is to help Minority Rights Group (MRG) achieve its aims and objectives through the implementation of the EU funded project ‘Minority Empowerment for Democracy and Pluralism in Sri Lanka’. The post holder will also contribute to MRG’s core principles and strategy and may also help develop and then implement new programmes in Sri Lanka as well as more generally in the Asia region.

**B: Main duties and responsibilities**

The tasks include, but are not limited to:

1. Staff

Supervising the work of a part time project assistant. Primary point of contact for three partner organisations all based in Colombo. Potentially responsible for trainers, consultants and authors contributing to the programme activities.

1. Planning

Developing and implementing plans to deliver MRG’s programmes in Sri Lanka within the objectives set by senior staff as well as potentially other similar programmes that are funded in due course. Contributing to the development of new programmes, writing funding proposals for additional work in the region, and contributing to the overall advocacy and legal strategy in the area.

1. Project activity

Delivers work under MRG’s project ‘Minority Empowerment for Democracy and Pluralism in Sri Lanka’ including:

* Responsible for the coordination and timely delivery of the project’s activities with the support of the assistant and working closely with staff in partner organisations and involving the MRG wider team.
* Responsible for overseeing MRG’s contractual relationship with partners, ensuring their work individually and as a group contributes to and ultimately delivers the project, their spending is within budget and eligible under EU rules. Review all partners’ narrative and financial reports, provide feedback and request approval when final.
* Monitor the delivery of all activities under the program, ensuring it is on schedule, of good quality, with content as described in funding applications, achieving as far as possible the desired results, and within budget.
* Support an extensive research process, personally carry out research at times as part of a wider team.
* Support partners to carry out advocacy on the outputs and findings of the research and project activities.
* Commission studies and/or report and liaise with consultants and the principle investigator envisaged as part of the team for this project.
* Participate in international forums and represent MRG at international conferences and expert groups
* Develop advocacy statements, interventions and support research and documentation.
* Liaise with donors (EU and others, primarily in Sri Lanka but also remotely), involve and nurture them, draft narrative reports annually, draft notes to summarise progress for donors regularly and reports on any changes to the project as needed.
* Manage elements of the project budget, monitor expenditure, manage any variations to planned budgets, work carefully within donor budget constraints. (The formal responsibility for budget decisions will remain with South East Asia Coordinator but the post holder will be expected to have a very good oversight of the spending to date and budget variations at all times and advise the budget holder accordingly).
* Work with the fundraising team and partners to put together bids for funding including drafting budgets, logframe and programme descriptions.
* Working with partners and personally ensure information is gathered on all activities run to support monitoring and evaluation. Give partners feedback on activities, suggest changes to the programme based on learning. Identify barriers to the success of project activities and work out ways to overcome or avoid these.
* Financial record-keeping and – in liaison with the Finance Department – processing payments as required, including making transfers and reimbursements to partners.
* Be aware of security considerations that may affect the partners and or the project and work to minimise the risk of adverse consequences to partner organizations and project staff.

**C. Confidential information**

Responsible for maintaining confidentiality as the job holder will be entitled to a very high level of access to confidential information pertaining to MRG's partners and contacts, detailed financial information, and also access to sensitive external information which may impact on MRG's activities.

**D. Degree of supervision**

The job holder will be expected to work independently using their own initiative to solve routine or low level problems. S/he should report to South East Asia Coordinator any variation from agreed plans and schedules, and to report regularly on the programme and projects’ progress.

Although the primary purpose of this post is as described above, the post holder may be required to work partly or wholly on other areas of MRG’s work. This is to allow MRG to move staff away from work which is un-funded or under-funded or is no longer a priority for the organisation, to work on areas which have more funding, are growing or which are understaffed. This will normally involve the post holder in carrying out tasks similar or identical to those listed in this job description but applied to different programmes or projects.

**PERSON SPECIFICATION**

Title: **Sri Lanka Project Coordinator**

### A. Education and Knowledge

# Essential

1. A very good knowledge of the situation of minorities and indigenous peoples in Sri Lanka
2. A good understanding of electoral systems (ideally including Sri Lanka’s systems at both local and national levels)
3. A good understanding of international human rights and minority rights.
4. A good understanding and experience concerning intersectional discrimination affecting marginalized groups within minority and/or indigenous communities.
5. An undergraduate degree or four years relevant work experience in a professional role.
6. Good knowledge of minority rights, discrimination on the grounds of race/ethnicity, language or religion, interethnic relations or similar gained either through work or study.

### B. Experience

# Essential

* At least three years of experience in implementing projects in the field of human rights, including elements of international projects.
* Some experience of work involving election systems, processes
* Some professional experience of carrying out research on a relevant topic
* At least two years of experience in projects’ budgets with international donors. The post holder will be expected to have carried out substantive work on at least one EU funded project or to be able to clearly show transferable skills.
* Proven experience in collecting and analysing data for monitoring and evaluation during project implementation
* Proven experience in advocacy (national and/or international).
* Proven experience of mainstreaming gender and/or disability in project activities.
* At least one years’ experience in managing relationships in a project with multiple partners in different locations and with differing levels of capacity.
* At least one years’ experience of work in a context involving significant security risks

# Desirable

* Experience of theories of change, intervention design and developing budgets for new work
* Proven experience in managing staff

### C. Abilities and Skills

# Essential

1. Proven ability to prioritize work and meet deadlines.
2. Proven ability to use one's own initiative to study and analyze developments, reach and establish contacts with marginalized communities.
3. Proven ability to remain calm under pressure and to quickly evaluate and absorb information.
4. Good communication skills both verbally and in writing
5. Good written and spoken Tamil and English (knowledge of Sinhala in addition is desirable).
6. Computer literate and knowledge of Word for Windows, spreadsheets, databases, the Internet and email packages.
7. Numerate and able to understand and present figures.
8. Excellent organization and project management skills
9. Ability to maintain confidentiality.
10. Ability to gain the confidence of members of minority communities and advocacy targets

**D. Other**

# Essential

1. Commitment to the aims and objectives of MRG
2. Commitment to gender equity, disability inclusion, inclusive practice in general
3. Commitment to anti-racism in practice
4. Enthusiastic about working in a multicultural environment and committed to equal opportunities.