



## NEELAN TIRUCHELVAM TRUST

### Programme Officer - Gender

(Vacancy Announcement: **NTT/PO-G/15/10/2017**)

#### Neelan Tiruchelvam Trust

Neelan Tiruchelvam Trust (NTT) is an indigenous philanthropic organisation that supports social justice, peace and reconciliation in Sri Lanka through partnerships with civil society, the business community, academia and the international community. With rapid expansion of its activities, NTT seeks to recruit a highly motivated team player to join its Programmes and Grants Department.

The Programme Officer – Gender will work closely with the Manager, Programmes & Grants in identifying, planning, implementation, monitoring and reporting on programmes or projects funded or managed by NTT that promote human development and human rights issues that involve gender dimensions, women's rights and development. NTT is committed to promoting human rights and equality between women, men and the third gender, empowerment of women and elimination of discrimination against women and girls.

#### Duties and Responsibilities:

- Work with Manager, Programmes & Grants and NTT team in grant administration and take responsibility to implement structures and processes for grantmaking, administering and monitoring.
- Take responsibility to fully understand technical issues on gender and promote/integrate gender sensitive programming design, implementation and outcomes at NTT.
- Identify projects, initiatives and stakeholders that promotes women's leadership, economic empowerment, increased participation in the political arena and ending violence against women.
- Review grant applications, prepare funding agreements and be the focal point for communications with grantees included in this portfolio.
- Coordinate with other team members to ensure convergence of thematic areas in grant-making (intersectionality/cross cutting issues).
- Conduct field visits, monitor and evaluate projects and other initiatives related to this portfolio.
- Provide inputs for newsletters, annual reports and publications of the NTT.
- Convene meetings, preparation of documentation, record and maintain minutes of meetings.
- Translate (Tamil/Sinhala/English) grantee documentation & relevant information to ensure proper communication is maintained within NTT as well as with its grantees.

#### Preferred Qualifications, Experience & Skills

- A degree in Gender studies, Social Sciences, Development Studies, Law, or a related discipline.
- Minimum 5 years' work experience in programme implementation gender.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Knowledge of local organizations and key stakeholders in the sector.
- Grant making experience will be an advantage.
- Excellent written, oral and interpersonal communication skills in English.
- A good working knowledge of Tamil and/or Sinhala.
- Advanced computing skills in MS Word and MS Excel.
- Excellent analytical and decision making skills.
- Capable to work in an organised and systematic way within a grants and programme driven environment.
- Ability and willingness to travel to all areas of the country independently and work with people of all communities and walks of life.

**Personal Qualities**

- Commitment to work towards the objectives/vision of NTT in the areas of peace and human rights, respecting cultural diversity.
- A good team-player with a positive attitude and ability to work with minimum supervision.
- Personal conduct and discipline demonstrating professionalism and respect.

Your application containing a detailed CV, a cover letter stating why you are the ideal candidate for this position and contact details of two non-related referees, should be sent preferably by email to **vacancies@neelan.org**, or by post to the address below, by 31 October 2017. Please state vacancy announcement number and job title in the subject line. Applications will be processed as received. Any form of canvassing would be a disqualification.

The Executive Director

**Neelan Tiruchelvam Trust**

16/6A, Ward Place (Mohideen Terrace), Colombo 00700, Sri Lanka.

Only shortlisted candidates will be contacted.

NTT is an equal opportunity employer.

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