



VACANCIES AT NEELAN TIRUCHELVAM TRUST (NTT)

The 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 highly-motivated team players to join its Programmes and Grants Department, and the Finance and Administration Department. Consultancy positions are also available at this time.

Programme Officer - Inclusive Economies

(Vacancy Announcement: NTT/PO-IE/17/12/2017)

Duties and Responsibilities:

The Programme Officer – Inclusive Economies 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 inclusive economies. Specifically he/she will (a) review grant applications, prepare funding agreements and be the focal point for communications with grantees included in this portfolio; (b) coordinate with other team members to ensure convergence of thematic areas in grantmaking (intersectionality/cross cutting issues); (c) conduct field visits, monitor and evaluate projects and other initiatives related to this portfolio; (d) translate (Tamil/Sinhala/English) grantee documentation & relevant information to ensure proper communication is maintained within NTT as well as with its grantees; and perform related duties as required.

Preferred Qualifications, Experience & Skills

- A degree in Economics, Development Studies, Social Sciences or a related discipline.
- Minimum 5 years' work experience in economic development, SME or livelihood development, focusing on expanding economic opportunities for vulnerable communities nationally and regionally.
- Knowledge of local economic policies, practices and key stakeholders sector such as plantation/lagging economies and promoting environmentally sustainable agriculture, industrialization and re-location of communities either in the private or NGO sector.
- Grantmaking experience will be an advantage.
- Excellent written, oral and interpersonal communication skills in English and good working knowledge of Tamil and/or Sinhala.
- Ability and willingness to travel to all areas of the country independently and work with people of all communities and walks of life.

Finance and Administration Officer

(Vacancy Announcement: NTT/FAO/17/12/2017)

Duties and Responsibilities:

The Finance and Administration Officer (FAO) will work closely with the Manager, Finance and Administration (MFA) and other members of the department. Specifically the FAO will assist in the supervision and management of day to day office administration and financial activities and ensure financial controls and effective financial management of the Trust; support the Programme Department in finance matters relating to projects funded by NTT; support financial capacity building initiatives of NTT; be responsible for payment of invoices and bills in a timely manner, bank deposits, petty cash and monthly bank reconciliations; develop and provide financial reports for meetings of Board and Finance Committee meetings, and for donors; assist in the preparation of monthly financial statements, budget variance reports and cash flow forecasts and projections; maintain all finance and administration files and related documentation including receipt books, payment vouchers, lease & service agreements, insurance, office equipment etc.

Preferred Qualifications, Experience & Skills

- Part qualification from CIMA/ICA or any other financial qualification from a recognized institution;
- Minimum of 3 years' experience in a similar capacity preferably in the NGO sector;
- Computer literacy & working knowledge of accounting Packages preferably QuickBooks will be a definite advantage;
- Fluency in written and spoken English. Ability to read/write in Sinhala/Tamil will be an added advantage;
- Ability and willingness to travel to all areas of the country independently and work with people of all communities and walks of life.

Programme Assistant

(Vacancy Announcement: NTT/PA/17/12/2017)

Duties and Responsibility:

The Programme Assistant will report to the Manager, Programmes & Grants Programme Officer and work closely with other members of the Department. He/she shall assist in the organization of events and convenings, research, studies and publications, support grantmaking activities such as maintaining grantee files, monitoring data of grants and programmes, assist in the development and compilation of reports, schedule field visits, provide translation and interpretation support as needed, coordinate logistical support for the department, and perform related duties as required.

Preferred Qualifications, Experience & Skills

- Sound education background, preferably part degree or professional qualification;
- Excellent written, oral and interpersonal communication skills. Good working knowledge of English and Tamil and/or Sinhala;
- Advanced computer skills in MS Excel and Word;
- Capable to work in an organised and systematic way within deadline-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.

Consultant - Inclusive Economies

(Vacancy Announcement: NTT/C-IE/17/12/2017)

Duties and Responsibility:

The Consultant – Inclusive Economies will work closely with the Manager, Programmes & Grants and other team members to conceptualize, identify and plan programmes or projects that are funded or managed by NTT, which promote inclusive economies. Specifically he/she will develop a call for proposals that ensures support for organizations working to provide economic opportunities for the conflict-affected North & East, plantation sector, and rural/urban poor, particularly women, women migrant workers, domestic workers, and programmes aimed at promoting social protection of economically-marginalized communities; together with the NTT Programme Team and Programme Committee review grant applications received and short-list potential applicants to receive funding under the designed call; develop monitoring and evaluation tools for grants awarded.

Duration of consultancy: 3 months

Preferred Qualifications, Experience & Skills

- A degree in Economics, Development Studies, Social Sciences or a related discipline.
- Knowledge of local economic policies, practices and key stakeholders.
- Minimum 7 years' relevant experience in handling programmes, advocacy and/or research projects in economic development, SME or livelihood development, focusing on expanding economic opportunities for vulnerable communities (such as plantation workers, fishing communities, migrant workers etc.) nationally and/or regionally.
- Excellent M&E, analytical and report writing skills.

Consultant – Monitoring and Evaluation

(Vacancy Announcement: NTT/C-M&E/17/12/2017)

Role and Responsibility:

The Consultant, Monitoring and Evaluation (M&E) will work closely with the Manager, Programmes & Grants and team members in designing and providing technical support on monitoring and evaluation tools to help inform NTT of project status and progress. Specifically he/she shall:

- Develop qualitative and quantitative indicators to monitor substantive accomplishments in each of the NTT thematic areas that deals with human rights and social justice.
- Develop user friendly indicator monitoring tool/s to improve the quality of reporting by grantees.
- Develop tools to validate data/information provided by the grantees, this may include tools to be used during observations, focus group discussions, key informant interviews, document reviews, etc. to ensure that grantee reporting is accurate and credible.
- Provide advice and guidance for the Programme Department to improve its monitoring and evaluation process.

Duration of consultancy: 3 months

Preferred Qualifications, Experience & Skills

- Bachelor's degree in economics, statistics or a social science using statistics is required. Master's degree preferred.
- At least 5 years of M&E experience in donor-funded projects.
- Demonstrated experience in developing indicators and tools to monitor and evaluate documents and reports and in building the capacity of staff and partners to implement M&E systems.
- Fluency in written and spoken English and either Tamil or Sinhala required.

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, on or before 31 December 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.
