



## Noolaham Foundation

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[www.noolahamfoundation.org](http://www.noolahamfoundation.org)

### Job Description

<b>Job Title</b>	: <i>Communication and Public Relation Officer</i>
<b>Reports</b>	: <i>Chief Programme Manager, and Dedicated Director of Board for Sri Lanka of Noolaham Foundation Sri Lanka</i>
<b>Profile of Institution</b>	: <i>Noolaham Foundation, Sri Lanka</i>
<b>Base Location</b>	: <i>Jaffna, Sri Lanka</i>
<b>Type</b>	: <i>Full Time / Salaried (Based on Job Grid of NF)</i>
<b>Period of assignment</b>	: <i>One year (Probationary period- Four months, and Possibility of extension based on the requirement and performance)</i>
<b>Date of Duty assignment</b>	: <i>Immediately</i>
<b>Application Late Date</b>	: <i>January 20 2020</i>

### Job Summary

Noolaham Foundation (NF) is a Non-Governmental Organization based in Sri Lanka of which the major objective is archiving the documents produced by Tamil speaking community of Sri Lanka. Noolaham Foundation (NF<sup>1</sup>) is a non-profit organization and mainly depends on donation and receives most of the funding as in-kind donations. NF implements multi-phased programs and projects by leading cross-functional project teams and volunteer force.

The Communication and Public Relation Officer is responsible for the successful management of NF related information system, products, and public relationship. The Communication and Public Relation Officer will manage all aspects of communication strategies in new and existing programs/projects from start to finish and be the single point of contact for all communication and publication related activities in coordination with programme manager and dedicated director of board. This position receives very broad guidance from management and requires a high level of initiative and innovative skills.

### Key responsibilities:

- In coordination with management, create innovative reports or document to penetrate into the relevant market segment of NF

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<sup>1</sup> [http://www.noolahamfoundation.org/wiki/index.php?title=Main\\_Page](http://www.noolahamfoundation.org/wiki/index.php?title=Main_Page)

- Responsible update relevant data and information in the system, web page, newsletters, writings, and other publications
- Oversee the design of print materials of NF such as newsletter / leaflets, brochures, drafting press releases, official correspondences, quarter and annual reports, magazines, etc...
- Support high flagship events that have a large potential requirement of NF and dependants
- Represent NF if required and be a key person in information sharing and communication.
- Develop and maintain communication plan and manuals
- Provide administrative support to the Communications function, including arranging meetings; logging media coverage and maintaining press clippings files; and updating forward planning schedules.
- Support the management to deliver the annual communications plan to ensure excellent communication within the programme and externally to supporters, stakeholders, and the general public.
- Act as the first point of enquiry for information management and communications, and branding queries internally and externally, including supplying logos and brand guidelines and providing advice to staff and stakeholders on communications and branding issues as appropriate
- Maintain libraries of photos, videos and written case studies, ensuring these are used appropriately and in accordance with best practice and project guidelines
- Act as key focal person to formulate program and related manual for NF
- Any other duties within the overall scope of the job as may be determined from time to time

**Roles and responsibilities for Noolaham Foundation related activities:**

- Support management to liaise with potential and identified clients. Ensure the information is regularly updated in the system.
- Provide continuous guidance to the team and disseminate the approved version of the document in the system as well as with stakeholders. Monitor the information and communication unit and check the standard on a regular basis and update management with report and produced documents.
- Function as guiding staff for this unit and control information and data in information and communication unit requirement. Report to management on the progress of the activities. Support administration in coordination with relevant staff / volunteer.
- Function as coordinating official for any events and support the team to carry out relevant events, support project team and be the focal person to assure the quality of the report with required fulfillments. Liaise with relevant stakeholders and team to make the events success, and attend and report management to resolve problems and issues evolved.
- Function as key staff in gathering and compiling related document and information for NF. Liaise with relevant staff and clients to make the process easy.

- Key agent for the information and communication section of the institution and lead communication and publication team in production relevant documents. Primary function and control of the information sharing product of the organization in coordination with management.
- Function as secondary official for collaboration with other parties, and update director / management and also take action and recommendations to improve collaboration. Function as secondary official for networking with relevant clients, and coordinate with management and clients.
- Dedicated person for managerial reporting and documentation relevant to NF. Support management with factual reports and other document to appraise and endorse managerial decisions on time. Oversee the progress reports of the projects and support management to formalize project and program documents and reports.

### Professional Development

- Continues professional development through attendance at meetings, strategic discussions, professional seminars, training & workshop, and conferences.

### Competencies:

- **Leadership:** Excellent team and organizational leadership skills working with senior management / board of directors to individual contributors; extensive experience communication and information management system; ability to provide leadership and direction to project teams on required fields to ensure successful production of required document; consummate team player with a positive, flexible and creative approach
- **Campaigning:** Ability to market the objective of NF and its project portfolio and taking leadership in NF related events and campaigns and support the team with innovative ideas and input
- **Analytical:** Ability to synthesize complex or diverse data and information; analyze, and develop strategies and action plans to ensure efficient product for NF.
- **Problem solving:** Ability to quickly identify gaps/ matters/ issues in communication and information sharing arena and resolve problems through proper channel and coordination with management.
- **Technical expertise:** Must have strong technical background in web-based software applications, publication, printing, public relations, donor relationship, proofreading, editing, and other technical requirements to perform the assignment.
- **Oral and written communication:** Must speak clearly and persuasively in positive or negative situations; must write clearly and effectively at a high level; excellent ability to communicate program vision and collaboratively align diverse organizations; must have strong presentation and group facilitation skills
- **Quality management:** looks for ways to improve and promote quality and demonstrates accuracy and thoroughness

**Requirement:**

- Relevant degree/diploma in communication and public relation and/ or social science extensive experience in communication and information sharing
- 1+ years relevant experience in national / international program
- Computer proficiency including web-based applications
- Proficiency in Tamil language, and English preferable
- Excellent writing and communication skills in Tamil and English preferable
- Flair for working with visual materials; a powerful creative eye
- Keen understanding of traditional media, social media and uses of new technologies for communication
- Good understanding of Tamil document available in Sri Lanka and throughout the world.
- Strong analytical and organizational skills

*All commodity resources to undertake the service will be provided by Noolaham Foundation, Sri Lanka.*

**How to apply**

Application should be submitted or sent with a CV, details of two non-related referees, and a covering letter by email to [noolahamfoundation@gmail.com](mailto:noolahamfoundation@gmail.com) on or before **19.01.2020**, with the subject line Attention COO - Application for Communication Officer.