



நூலக நிறுவனம்

No. 7, Colombo Tamil Sangam Lane,  
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### Job Description

<b>Job Title</b>	: Program Officer
<b>Reports</b>	: Chief Programme Manager
<b>Profile of Institution</b>	: Noolaham Foundation, Sri Lanka
<b>Base Location</b>	: Colombo, Sri Lanka
<b>Type</b>	: Full Time / Salaried (Based on Job Grid of NF)
<b>Period of assignment</b>	: One year (Probationary period- Six months, and Possibility of extension based on the requirement and performance)
<b>Date of Duty assignment</b>	: Immediate

### Job Summary

Noolaham Foundation (NF) is a Non-Governmental Organization based in Sri Lanka which's 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. The Program Officer is responsible for management of project portfolio. The program officer will manage projects from start to finish and be the point of contact for all related activities, reports, schedule and status. This position receives very broad guidance from management and requires a sound level of initiative and problem solving ability.

### Key responsibilities:

- Technically oversee projects , and interfaces with all areas affected by the project including end users, clients, stakeholders, and vendors
- Responsible for quality standards and reviews project deliverables
- Support management on project financial aspects of the project against assigned budgets
- Support in planning, implementation and evaluation of a program
- Prepares and presents the progress report to management
- Vigilant in identifying issues & problems and contribute to resolve it.

### Managerial role and responsibilities for Noolaham Foundation related activities:

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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)

- Guide and support for search on available document which relevant to the institution in any location where available and record the information. Verification with available document within NF record.
- Support to ensure and the required standard and quality product is conversed produced and saved in the system.
- Familiar with permission system and support staff to carry out function related to this activity. Report management and support to keep tracking sheet and updation of required fields.
- Ensure that the document and metadata which is up to the standard (précised). Support to prepare final report and update management regularly.
- Guide and confirm the products are up to the standard of NF and liaise with relevant staff to ensure the quality of the product.
- Guide respective staff on graphical editing and ensure the quality and alignment of document in the system. Maintain the record, update and report to management on regular basis.
- Function as focal person for web development/ designing / maintaining requirement and administrate the system in coordination with relevant staff / volunteer and also function as security focal person for the entire system.
- Responsible in archiving related web-pages, administration and security of the system.
- Preserve the data using backup filing facility, and serve it with/ in respective servers / hard-drives, administrate the backups and produce, submit regular report to the management.
- Collect all available permission given hard copies, indexing using existing indexing system, order and store it in the appropriated section of the bookshelves/ storing sections. Keep register and update relevant information regularly and present it in operational and other meeting whenever it has been requested by the management. Regular maintenance of the hard documents and protect the document from malpractices and disasters.
- Guide the team to carry out relevant events and be the focal person for the event to make all necessary arrangements and organization. Submit progress and other report according to the project requirement and ensure the monitoring system is being updated on time. Liaise with relevant volunteer team and coordinate with management and working team towards the success of the event, and report management / programme team immediately to resolve problem and issues evolved.
- Guide and involve uploading the approved version of the archive files in the system, indexing / coding, and administration of the uploaded files (log sheet maintenance) are properly maintained.
- Provide guidance to respective staff on any researches and provide necessary information and data to the researchers.

- Guide checking availability of the document in required format and other aspects related to metadata. Report management on the progress and gaps in metadata and recommend necessary input to mitigate any issue emerges.
- Support relevant staff of the institution and get primary information from communication and publication team in production relevant documents. Support relevant staff to produce relevant report for donor relationship and resource mobilization
- Guide Pallikkoodam and other educational related project team and monitor the progress and also reporting to the management. Do regular visit whenever required and support management. Support other team with relevant Information and data for storing and analyzing.
- Based on the project and institutional requirement, liaise with relevant clients; cooperate with cooperated acts / activities. Coordinate with management and clients for initiation of feasible intervention relevant to NF.
- Liaise with relevant staff and support management for smooth implementation of all project. Guide and provide necessary input on time and involve in all evaluation and reporting, and other departments such as Technology, Registry, Procurement, HR, Libraries, Finance and Administration) Finance processes, Logistics, vehicle, secretariat, correspondence, inquiries, inventory, staff details, welfare, leaves, telephones, security, maintenance, management support and meeting) and maintain good running mechanism within the wheel of NF
- Function as secondary responsible person for any program/ projects and operational management of NF in SL and initiate project and also contribute in communication and information and reporting system. Report the progress of the projects to management regularly. Support volunteer and designated team to initiate relevant project ideas and be a official and responsible person for all project portfolio.
- Perform other duties as assigned by senior management to ensure the success of the team and the organization

### **Professional Development**

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

### **Competencies:**

- **Leadership:** Team and organizational leadership skills working with management; ability to provide leadership to project teams and the organization to ensure successful project execution; consummate team player with a positive, flexible and creative approach
- **Analytical:** Ability to synthesize complex or diverse information; analyze situations, define key objectives, and support to develop strategies and action plans to ensure successful results for the program, team, customer, and the business

- **Problem solving:** Ability to quickly identify and resolve problems and to gather and analyze information skillfully
- **Technical expertise:** Must have strong technical background in web-based software applications, database structures/designs, metadata, secure network infrastructure and IT hardware; must have ability to understand and apply technical solutions to NF requirements to meet goals;
- **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
- **Interpersonal skills:** Must possess strong people skills and professionalism with the ability to maintain working relationships with colleagues at all levels as well as internal/external stakeholders; must be skilled in negotiation; must be organized, flexible, adaptable and able to work in a demanding and rapidly changing environment

**Requirement:**

- Relevant degree/ diploma in social science and/or project management.
- 1+ years experience in project management in national / international program.
- Proficiency with MS Office products, desk top publication, and editing.
- Proficiency in English and Tamil languages, and Sinhala preferable.
- Ability to travel throughout the country.

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

Application should be submitted or sent with a CV, details of two non-related referees, and a covering letter to **Noolaham Foundation, # 07, Colombo Tamil Sangam, 57<sup>th</sup> Lane (Ruthra Mawatha), Colombo – 06** or by e-mail to **hr.noolahamfoundation@gmail.com**