

Noolaham Foundation

Job Description

1	Designation	Program Manager
2	Level	C3
3	Location	Head Office
4	Reporting Relationships	
4.1	Administration Related	Chief Operating Officer
4.2	Programme Related	Chief Operating Officer
4.3	Coordinating and Liaising	<p>Process Oversight:</p> <ol style="list-style-type: none"> 1. Projects Management 2. P27 - Multimedia Documentation 3. P28 - Research for Documentation 4. P22 - Office Management (Upcountry)
5	Duties and Responsibilities	<p>This role is a member of the Noolaham Foundation Management Team, accountable for projects and program management, collection development and multimedia documentation, the core functions of the organization.</p> <p>“Program Manager” is mainly responsible for ensuring that ongoing projects are best managed through project cycle and initiating new projects for enhancing collection development with diversity.</p> <p>Collaborate closely with the Digital Preservation and Digital Library teams and the Communication team to implement the projects in an effective and very fruitful way.</p> <p>Projects Management P27 - Multimedia Documentation P28 - Research for Documentation P22 - Office Management (Upcountry)</p> <p>And particularly</p> <ul style="list-style-type: none"> • Fill the gaps and maintain diversity in the collection development with support of Digital Preservation, Digital Library and Communication teams. • The role includes coordinating, managing and motivating the projects teams.
6	Competencies	
6.1	Core Competencies	<ul style="list-style-type: none"> • Vision & Mission & Values - Understands, supports and promotes the vision, mission and values of Noolaham Foundation.

		<ul style="list-style-type: none"> • Understands and has experience with Digital Preservation policies, standards and workflows. • Delivery & Follow up - Meets goals and timelines for delivery of products or services. • Communication- Understands, explains and shares information on assigned tasks with accuracy and clarity. • People Management - Takes ownership of responsibilities.
6.2	Technical and Functional Competencies	<ul style="list-style-type: none"> • Project Management through Project Cycle. • Documents Collection Development • Multimedia Documentation • Human Resource Management • Communications and Reporting • Monitoring and Evaluation • Library Science and Information Technology • Quality Assurance with respect to Project Management • Basic computer skills including Tamil/English typing, Google docs (Word, Spreadsheet), Email, FTP
7	Required Skills and Experience	
7.1	Education	<ul style="list-style-type: none"> • GCE O/L six passes • GCE A/L three passes • Diploma/certificate in project management • Library science and/or Business Management degree or diploma.
7.2	Experience	<ul style="list-style-type: none"> • Project management. • Collection development. • Multimedia documentation. • Experience leading/managing a team. • Nonprofit experience is an asset.
8	Reports	<ul style="list-style-type: none"> • Operational Tracking Sheet (OTS) • Reporting Sheets • Weekly Report • Monthly Report • Annual Report • Any others as and when required
9	Working Condition	As defined in the working terms, conditions and environment and as stipulated in Article of Association, Guiding Principles, HR Hand Book and the Policies approved by Noolaham Foundations

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