FIELD RESEARCHERS

About Noolaham Foundation

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centers incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

POSITION : FIELD RESEARCHERS - Regional Documentation
                    FIELD RESEARCHER - Muslim Archive

Project Summary

Jaffna, Mannar, Mullaitivu, Vavuniya, Ampara, Batticaloa and Trincomalee Districts - Regional Documentation Project of Noolaham Foundation aims to document, preserve and disseminate information and materials pertaining to the history of these districts, traditions, customs, art, cultural elements, social structures, agriculture and other ways of life of the people living there, social institutions, schools, places of worship, women's organizations, community centers, the economic changes etc.

Job Description

Job Title	1. Field Researchers - Regional Documentation - 07 positions (Jaffna, Mannar, Mullaitivu, Vavuniya, Ampara, Batticaloa and Trincomalee Districts) 2. Field Researcher- Muslims Archive - 01 position (Batticaloa/Ampara) - **Preference will be given for the Muslim candidates**
Reports to	Program Manager
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Jaffna, Mannar, Mullaitivu, Vavuniya, Ampara, Batticaloa and Trincomalee Districts, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period of three months, and possibility of extension based on performance and organizational needs)
Duty Assignment	Immediate

Job Summary

Noolaham Foundation aims to strengthen scholarly research in the Sri Lankan Tamil speaking communities and seeks to build a conscious archival practice that is informed by research. As a part of our vision to build Jaffna, Mannar. Mullaitivu, Vavuniya, Ampara, Batticaloa and Trincomalee Districts, we are recruiting **seven field researchers for regional documentation** and **one field researcher for Muslim archives.** These researchers will be instrumental in building this archive. Further, these Field Researchers will undertake an initial survey, identify archival collections, digitize them, and create metadata for the collections.

These Field Researchers will work in close collaboration with the Collections & Metadata team and Digital Preservation team. They will be primarily responsible for the following: 1) identifying archival records (including political, economic, social and cultural ephemera, commemorative publications, historical photographs, lifestyle of respective communities and other rare or diverse documents), 2) obtaining open access permission for archiving, and 3) digitizing the materials for preservation, in accordance with Noolaham's Digital Preservation policy and the standards of Noolaham Foundation.

KEY RESPONSIBILITIES FOR FIELD RESEARCHERS
- Plan, coordinate, and implement fieldwork
- Undertake a survey and identify potential archival collections
- Communicate with document guardians
- Create audio recordings of oral histories
- Obtain permissions (to collected documents) for digitisation and sharing under open access protocols; complete digitisation of materials for preservation
- Prepare, write, and present project/program reports in accordance with international library/archival standards
- Conduct background research for the creation of metadata for the collection
- Ensure the documents are uploaded in the website on time
- Ensure the quality of the documents/works uploaded in the website
- Ensure and link the documents uploaded in the website
- Work day reporting to Manager.
- Arrange weekly meeting and monthly meeting as per the need and conduct the meeting
- Weekly and monthly reporting.
- Complete metadata works on time
- Participate in the metadata related progress meetings
- Participate in Saturday virtual talk/ needed trainings to develop the skills and knowledge

Essential Qualifications:
- MA in the fields of social sciences or humanities, or BA and equivalent research experience
- 3-5 years experience in independent/ academic/ other institutional-based research
- Demonstrated strong qualitative and quantitative research experience
- Demonstrated leadership in professional outreach and network building
- Proficiency with MS Office products, Google Workspace, and media technologies
- Professional level fluency in both written and spoken English and Tamil languages

Additional Qualifications:
- Research interest and focus on the communities in Jaffna, Mannari,Mullaitivu, Vavuniya, Ampara, Batticaloa and Trincomalee and in documenting, archiving and digitizing knowledge resources
- Ability to travel across the North and East Province, including to remote regions
- Experience with using photographic/audio equipment is highly desirable, including experience in compiling and editing videos and audio files
- Experience in collection development and multimedia documentation
- Familiarity with fields/subjects such as library, archival, museum, and/or cultural heritage
- Project management knowledge and experience
- Experience with media and social media