

## PROJECT OFFICER

### 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 Centres 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.

### Job Descriptions

Job Title	Project Officer
Reports to	Chief Programme Manager
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Jaffna, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and the possibility of extension based on performance and organizational needs)
Date of Duty Assignment	

### Job Summary

Noolaham Foundation (NF) is a Non-Governmental Organization based in Sri Lanka whose major objective is archiving the documents produced by the Tamil speaking community of Sri Lanka. Noolaham Foundation (NF) is a non-profit organization and mainly depends on donations and receives most of the funding as in-kind donations. The Project Officer is responsible for management of project/s. The project 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 guidance from program staff and requires a good level of initiative and problem solving ability.

### Key responsibilities:

- Technically oversee project and project management
- Responsible for quality standards project deliverables
- Support management on project financial aspects of the project against assigned budgets
- Support in planning, implementation and evaluation of a projects
- Prepares and presents the project progress report

- Vigilant in identifying issues & problems and contributing to resolution.

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

- Responsible for searching of NF related documents , and Carrying out full search on available documents which are relevant to the institution in any location where available and record the information, and convey the information to the management and project team to make a decision to perform appraisal and take decision on its usability.
- Make necessary support in scanning related activities and provide technical guidance to subordinates.
- Liaise with potential and identified clients go using the standard format obtaining original and copies of the approval, informed to the institution and storing it to the relevant filing system.
- Regularly update the information in the system and monitoring sections and produce in operational and other meetings (if required). The missing permission shall be gathered and filed.
- Perform work related to quality check and confirm assurance of the document and metadata which is up to the standard (précised). Collect relevant information and data and share with relevant staff to prepare a final report and update management regularly.
- Produce photos and videos and also convert very volatile documents (Oolai Suvad manuscript, and others). Taking photos and video of the events and other activities relevant to the institution. Storing and preserving the footage and still within the filing system of the institution and preparing relevant documents, reports and submitting to management periodically.
- Using existing draw data, footage and stills, preparation of the document with indexing and preserve / storing depend on the requirement. Maintain the record, and update.
- Development of web development/ designing / maintaining system required to the institution, support to the institution to regulate and manage the system.
- Responsible for the production of archiving related web-pages, supporting respective staff in the administration and security of the system.
- Support to preserve the data using backup filing facility, and serve it with/ in respective servers / hard-drives.
- Carry out relevant events and be the focal person for the event to make all necessary arrangements and organization. Support respective staff to submit progress and other reports according to the project requirement and ensure the monitoring system is being updated on time.
- Upload the approved version of the archive files in the system , indexing / coding, and administration of the uploaded files (log sheet maintenance).
- Support researches and provide necessary information and data to the researchers, administrate reference services and internship, carry own researches / relevant projects. Report management on the progress of research support and other services.
- Checking availability of the document in required format, permissions, quality checking of the products, updating and administration of metadata, coordinating with field staff, primary checking and verification of the document which is to be worked on.

- Assist program officers of the institution to get primary information. Support program officer to produce relevant reports for donor relationship and resource mobilization.
- Initiate Pallikoodam and other educational related projects and be the focal person to appraise, formulate, approve, and implement. Do regular visits whenever required and support management for smooth performance of the project.
- Support relevant staff for the implementation of proposed activities and support / provide input to management and clients for initiation of feasible intervention relevant to NF.
- Abiding to the rule and regulation of NF support staff to carry out all operational activities.
- Support line management in smooth management of NF. Function as responsible person for designated 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 line management regularly.
- Perform other duties as assigned by senior management to ensure the success of the team and the organization

### **Essential Qualifications**

- Relevant degree in social science and/or project management.
- 2 years experience in senior management level in national/international program management and office management.
- Demonstrated leadership in professional outreach and network building.
- Experience in managing a diverse team of staff, volunteers, and students.
- Proficiency with MS Office products, desktop publication, and editing.
- Professional-level fluency in both written and spoken English and Tamil languages.
- Strong analytical and organizational skills
- Ability to travel throughout the country.