

Chief Executive Officer

Job Description

Job Title	Chief Executive Officer
Reports to	Governance Board
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 possibility of extension based on performance and organizational needs)
Date of Duty Assignment	

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 Summary

The aim is to better manage the Noolaham Foundation and develop the organization. Working in close collaboration with managers (HR,Admin & Finance, Programme and Digital Library and communication) and sector leads. The Chief Executive Officer will be responsible for the main operation of the organization based on Noolaham foundation policy manuals. He/ She mainly working on Governance & Policy, Organizational Strategy & Sustainability, Resource Mobilization & Sustainability, Diversity Initiative,Transparency, Partnerships & Collaborations, Annual Plan, Budget & Budget Monitoring,Process/Project Management and Oversight , Initiatives & Proposal Writing.

Key Responsibilities

1. Responsible for the implementation of Noolaham foundation policy documents. Matters not contained in the policy or manual should be informed to the Governance Board and the appropriate amendments should be prepared and get the approval from the GB.
2. Proper implementation of the annual plan, budget and enrichment and strategic plan, projects approved by the Governing Board and submitting the report to the Governance Board.
3. Ensuring and expanding the organization's operations in line with the Noolaham Foundation's Vision Mission.
4. Ensuring diversity in the Noolaham Foundation's operations and projects and emphasis on new initiatives to promote diversity.
5. Ensure that all matters such as the Noolaham Foundation's activities, processes, Human Resources, financial resources, and other resources are open and accessible to the partners, users and other members of the public. Noolaham Foundation's policies and strategies should be open. Monthly and annual reports containing Noolaham Foundation's activities, details, and information must be accessible to all.
6. Creating and maintaining a solid, close network with organizations and individuals similar to the Noolaham Foundation's vision. Exploring and implementing collaborative initiatives.
7. Organizing processes and projects. Ensuring that processes and projects are carried out properly.
8. Efficient use of funds available to the organization. Ensuring that financial utilization takes place in a planned manner. Immediate detection of the amount of fragmentation and making efforts for enrichment.

Competencies and Skills

- Leadership: Excellent team and organizational leadership skills working with senior management / board of directors to individual contributors; extensive experience developing, managing and mentoring collaborative cross-functional teams; ability to provide leadership and direction to the research team 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 develop strategies and action plans to ensure successful results for the program, team, and the community.

- 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/project vision and must have strong presentation and group facilitation skills.
- Quality management: Extensive experience in producing high-quality products for scholarly and academic communities; actively identifies opportunities to improve and promote quality; demonstrates accuracy and thoroughness.
- Judgment: Ability to make timely decisions, exhibiting sound and accurate judgment; considers alternatives and makes decisions and recommendations by balancing the needs of NF, the research team, and related projects.
- Interpersonal skills: Must possess strong people skills and professionalism with the ability to maintain excellent working relationships with colleagues at all levels as well as internal/external stakeholders; must be skilled in negotiation and conflict resolution; must be highly organized, flexible, adaptable and able to work in a demanding and rapidly changing environment.

Essential Qualifications

- Relevant degree in Administration and/or HR and Finance
- 10 or more years of non-profit management experience in an operational environment
- 5 or more years management or supervisory experience.
- 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