

## PROGRAMME MANAGER

### 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	Programme Manager
Reports to	Chief Executive Officer
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	Immediate

## POSITION - PROGRAMME MANAGER

### Job Summary

The Chief Program Manager is responsible for the successful management of Noolaham Foundation Sri Lanka, multi-phased programs and projects by leading cross-functional project teams and volunteer force to define, scope, plan, execute and deliver exceptional value on time and within budget in accordance with the APB. The program manager will manage all aspects of new and existing programs/projects from start to finish and be the single point of contact for all program activities, schedules and statuses. This position receives very broad guidance from management and requires a high level of initiative and problem-solving ability.

### Key Responsibilities

- Manage four key processes of Noolaham Foundation, Initiatives & proposal writing, project management and oversight, collections development and research for documentation.
- Manages projects from original concept through final implementation. Interfaces with all areas affected by the project including end-users, clients, stakeholders, and vendors
- Define the project approaches and methodologies.
- Prepare an action plan integrating indicators and costs in relation to the approved project proposal and budget.
- Manage project activities as planned and agreed by Chief Executive Officer and Donors
- Monitor the progress of project achievements in relation to agreed targets

- Maintaining a conducive working relationship with Donors, Volunteers and stakeholders to facilitate the implementation of the project
- Monitoring team dynamics and team accountability related to delivery commitments
- Manages the scope, risks, issues, deliverables, and schedule of individual project tasks
- Ensures adherence to quality standards and reviews project deliverables
- In coordination with NF's administration, efficiently and effectively manage the project's budget and finances;
- Ensure proper documentation and efficient use of project's resources;
- Elaborate contingency plans in case of discrepancies with plans
- Ensure that project outputs respect the NF quality and international library/archival standards

### **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 a strong technical background in web-based software applications, database structures/designs, metadata, secure network infrastructure and IT hardware; must have the 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 social science and/or project management.
- 5+ 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.