TECHNOLOGY SECTOR LEAD

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 Description

Job Title	Technology Sector Lead
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 possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

Job Summary

Noolaham aims to build its documentation and preservation through strengthening the technological aspects and to empower the technological vision. Technology Sector lead will establish the organization's technology strategies, and plans for growth. They will supervise the system and quality assurance processes as the fast-evolving digital documentation, preservation and archiving technologies are at the heart of our mission. This position is also responsible for developing, maintaining and supporting our core software and hardware systems. The candidate will work with Technology Sector members, expert resources, staff and volunteers to build a strong technical infrastructure required to support Noolaham Foundation's mission.

The Technology sector lead will work with and build cutting edge software systems. Ample formal and non-formal opportunities will be provided to grow your technical and management skill set. Compensation will be based on skill set and performance.

Duties and Responsibilities

- Digital resources and applications backups.
- Maintenance of current applications.
- Extending current applications such as wiki, Islandora with new features.
- Install various software in linux platforms using documentation.
- Develop documentation including Business Requirements, Software Requirements Specifications and User Manuals.
- Evaluate software applications and platform options and provide recommendations.
- Software design and development.
- Assessment of feasibility and schedule.
- In depth collaboration with internal customers from multiple units of the organization.
- Server and storage installation and maintenance (Preferred)

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 Technology 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

- Strong documentation and communications skills in Tamil and English, specially with respect to requirements gathering and analysis.
- Degree/diploma in the relevant areas along with the minimum of 2 years experience in this field.
- Ability and willingness to quickly learn using directed online and expert resources.
- Demonstrated software development experience
- Experience in setting up and/or administrating LAMP environments
- Exposure to Free and Open Source Software and solutions
- Expertise in any 2 of the following languages: PHP, Java, Javascript, Python.
- Basic experience using HTML and CSS
- Basic experience using SQL and databases
- Technical education background
- Able to undertake projects and tasks in self directed way with minimum supervision
- Demonstrated leadership in professional outreach and network building.
- Experience in managing a diverse team of staff, volunteers, and students.
- Professional level fluency in both written and spoken English and Tamil languages.