

**Terms of Agreement
For
Project Manager
Program for the Protection of Public Resources
Parliamentary Election 2015**

Nature of the Job

The Project Manager will be the main operational officer responsible for the overall implementation of activities and the achievement of results in the project titled *Ensuring Electoral Integrity in the Electoral Process through Independent Election Observation and Remedial Action*. The Project Manager will directly report to the Executive Director of Transparency International Sri Lanka (TISL) and will be given a fixed term contract for around 18 months.

The Project Manager will maintain close relations with the Executive Directors of Peoples Action for Free and Fair Elections (PAFFREL) and Campaign for Free and Fair Election (CaFFE) to ensure a smooth coordination and implementation of activities at all times. S/He will ensure all activities are carried out according to the highest standards of integrity, as per the required quality and in a timely manner by all. S/He will oversee the implementation of all activities outlined in the project documents including activities related to election monitoring and will take the final decision pertaining to project design and implementation under the advice of the Executive Director of TISL.

Specific Responsibilities

- Plan, implement and monitor the activities assigned to TISL under the specified project.
- Oversee the timely implementation of the activities assigned to the co-applicants.
- Ensure that Co-applicants maintain the highest standards of integrity and governance in all financial procedures.
- Provide leadership to the project team coming under your purview including guidance and knowledge in project management, financial management and conceptual knowledge required for program implementation.
- Ensure the achievement of project based results and outcomes and ensure that the project is implemented to compliment the overall strategic goals, results and outcomes of TISL.
- Assist the TISL Management in the preparation of annual programs and budget.
- Assist TISL with other functions assigned by the Executive Director.

- Monitor and evaluate the progress of the project activities and present quarterly and annual reports to the Executive Director.
- Coordinate laterally with other divisions/officials of TISL in relation to activities of cross-cutting areas.
- Undertake field visits relating to the activities of the project or any other function assigned by the Executive Director.
- Ensure the timely disbursement of funding to the co-applicants.
- Work in close coordination with the Project Accountant to ensure a healthy burn rate and highest standards of financial integrity (including in procurement and other matters).
- Will oversee the management of the project grant and will be the main liaison between TISL and the European Union Country Officer in Sri Lanka.
- Work in close coordination with all election monitoring bodies including international observers and the Commissioner of Election in partnership with TISL's National Coordinator.

Other Responsibilities

- Liaise with relevant external agencies relating to subject areas of the project including civil society actors, media personnel, public officials etc.
- Participate as a resource person in external and internal training programs and workshops.
- Identify and evaluate risks to the organization, its partners, property, finance, goodwill and image and assist the Executive Director and Management Committee to implement mitigation measures to control such risks
- Assist the TISL Management in special events organized by TISL or its Divisions.

Competencies

- The Project Manager should have an educational background in social sciences, law or human rights with a Master's degree from a recognized University.
- At least five years of experience in project management in the NGO sector in Sri Lanka.
- Comprehensive knowledge of the theories and concepts of good governance and anti-corruption. Exposure to work related to good governance will be an added advantage.
- Local or international experience in election observation and sound knowledge of the Sri Lankan electoral process is required.
- Fluency in English (writing and speaking) and at least one other local language is required.
- Ability to compile project reports, carry out statistical analysis and make presentations is mandatory.