

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

Nature of the Job

Project Officer will work in close coordination with the Project Manager to ensure the smooth implementation of the activities assigned to Transparency International Sri Lanka (TISL) during the 18 month project period of the project titled *Ensuring Electoral Integrity in the Electoral Process through Independent Election Observation and Remedial Action*. The individual will directly report to the Project Manager and will be responsible for the timely completion of activities assigned to TISL.

Project Officer will also work closely with the other two Project Officers attached to the project to minimize duplication of activities and maximize synergies and joint efforts. The individual will be the main officer of implementation with regard to TISL related activities.

Specific Responsibilities

- Development of advocacy strategies and implantation of the same.
- Oversee the dissemination of information produced throughout the course of the project.
- Responsible for the development of communication and outreach material under the guidance of the Project Manager and Senior Manager Advocacy at TISL.
- Liaise with the relevant parties and stakeholders when organizing workshops, meetings, training programs, conferences etc.
- Ensure the timely implementation of TISL related activities according to the expected standards.
- Provide information required for donor reporting and monitoring and evaluation purposes.
- Travel to the project areas for program implementation and monitoring purposes.
- Assist the Project Manager in designing, organizing and conducting capacity building programs for selected national, provincial and district level stakeholders.

Other Responsibilities

- Represent the organization in meetings and other fora
- Participate as a resource person in external and internal training and workshops
- Identify and evaluate risks to the organization, its partners, property, finance, goodwill and image and assist the Management committee and the Board of Directors to implement measure to control such risks
- Assist the TISL Management in special events organized by TISL or its Divisions and fund raising plans
- Carry out any other work assigned by the Executive Director or Management.

Competencies

- Bachelor's degree in Social Sciences, Law or Human Rights from a recognized University.
- At least 3 years of experience in project implementation and / or project management.
- Sound knowledge and experience in project financial management.
- Ability to draft reports, possess good presentation and communication skills and good at multi-tasking
- Team spirit and the ability to work in a team environment but with minimum supervision.