

## **Vacancies at WMC**

### **Program Officer**

#### **Background**

Women and Media Collective (WMC) is a feminist organization working to bring about social and political change to ensure women's rights and equality. We are seeking a dynamic and committed Program Officer to support our programmatic work, with a focus on feminist economic policies and gender justice.

- Location: Women and Media Collective (WMC), 56/1 Sarasavi Lane, Castle Street, Colombo 08
- Reports To: Program Directors, Director of Operations, and Director of Finance
- Type: Full-time

#### **General Responsibilities**

- Project Coordination and Implementation
  - Plan and coordinate activities under assigned projects, ensuring alignment with project timelines and deliverables.
  - Assist in conducting research work, field visits related to the assigned program area
  - Coordinate meetings, workshops, consultations, and conferences.
  - Ensure timely submission of project reports to donors and WMC management.
  - Assist in identifying and coordinating with consultants, facilitators, and resource persons.
  - Monitor project expenses and support financial planning.
- Donor Reporting and Financial Accountability
  - Ensure reporting obligations to donors are met in a timely and comprehensive manner.
  - Work with the finance team to prepare budgets and monitor project-related expenditures.
- Proposal Development and Fundraising
  - Support the identification of grant opportunities.
  - Assist in drafting concept notes, proposals, and project plans.
  - Contribute to results frameworks and risk assessments for new proposals.
- Organizational Engagement
  - Participate in WMC staff meetings and cross-programmatic initiatives.
  - Respond to emerging issues within program areas, including feminist economic justice and political economy.
  - Undertake other duties as assigned by Program Directors or Director of Operations.

#### **Required Education and skills:**

- A Bachelor's degree in Law, Social Sciences, Development Studies, Gender Studies, Economics, or a related field.
- Minimum of 2 years of relevant work experience in program coordination, research, or advocacy.
- A Masters degree would be an added advantage.
- Strong commitment to feminist principles and gender equality.
- Excellent organizational, time management, and interpersonal skills.
- Excellent verbal and written communication skills in English and Tamil/Sinhala.
- Familiarity with donor reporting and budget processes is an advantage.
- Ability to work independently and collaboratively in a team environment

**Please submit your resume, and a relevant cover letter with contact details of two non-related referees by 25<sup>th</sup> of June 2025 to [wmcslanka@womenandmedia.org](mailto:wmcslanka@womenandmedia.org).**

**Incomplete applications will not be considered. Only shortlisted applicants will be notified**