



VACANCY
Programme Manager
Gender and Politics

Women and Media Collective (WMC), seeks an experienced individual to manage programmes in their domain Gender and Politics

Specific Responsibilities:

- Develop and shape the programmes in close collaboration with programme and research leads and under the guidance of the Programme Directors
- Implement the programme, manage and execute all aspects of it
- Maintain/update agreed budgets for the programme and each component activity or project, and liaise closely with the Programme Directors and Director Finance to ensure that budgets are accurate and up to date
- Develop funding proposals and identify funding sources relevant to the programme together with Programme and Finance Director and maintain the financial sustainability of the programmes
- Work in a dynamic team with the other programme managers and programme teams to ensure the effective fulfillment of the overall mission of WMC
- Represent WMC nationally and where appropriate internationally in relation to programme activities

Qualifications:

- Ideal candidate should possess a Masters degree in Political Science/Social Sciences/Women's Studies or any other relevant field from a recognized university with 3 years experience in a similar capacity
- Or a Bachelors degree in a similar discipline with 5-7 years experience in a similar capacity
- Excellent knowledge of MS Office and other relevant computer skills.
- Strong analytical, report writing and communication skills
- Strong leadership, organizational skills and the ability to work both independently and in a team
- Excellent verbal and written communication skills
- Excellent English language skills, both written and spoken
- Proficiency in Sinhala and/or Tamil is essential

Qualified candidates are invited to send their application along with a cover letter with the names of two unrelated referees to: Recruitments, Women and Media Collective, 56/1 Sarasavi Lane, Castle Street, Colombo 8.

Or Email to – wmcslanka.recruit@gmail.com ***on or before 25 March 2020***

An attractive remuneration package and career development opportunities on par with capacity will be available for the right candidate. WMC is an equal opportunity employer.

Women & Media Collective, No. 56/1, Sarasavi Lane, Castle Street, Colombo 08