



Women and Media Collective  
Established 1984

## VACANCY

### Program Officers

***Women and Media Collective is a feminist organization engaged with ideological and practical issues of concern to women in Sri Lanka. We are looking for two dynamic individuals who are passionate about inclusive feminist ideals to join our team. At WMC we are committed to fostering activism which is guaranteed to be an enriching experience for the ideal candidate.***

#### Essential Functions

- Co-ordinating projects relevant to program area including managing communications with partner organizations and field researchers and managing the project activity budget
- Assisting the Management to fundraise by identifying new/potential funders and the lead the proposal writing activity
- Work closely with relevant State institutions while implementing a specific project
- In consultation with Management respond to current issues pertaining to the program areas of the organization
- Work in collaboration with experts in designing surveys and, managing research
- Coordinate, design, and manage training programs
- Design and manage the implementation of advocacy strategies under the supervision of the program directors
- Manage project implementation by partner organizations
- Co-ordinate cross-project activities
- Meet reporting obligations of WMC and project donors
- Work closely with the WMC Program Team in implementing the projects relevant to the program area

#### Qualifications

- A Post Graduate Degree from a recognized University in a relevant area including the social sciences, humanities, law, and women's studies with at least 2 years of proven experience in a similar capacity
- OR Bachelor's Degree in similar fields with at least 5 years of experience in a similar capacity

#### Competencies

- Knowledge and sensitivity to current socio-political trends in Sri Lanka and a strong commitment to social justice and feminist values.
- Strong research and communication skills.
- Strong analytical, report-writing skills
- Leadership, organizational skills, and the ability to work both independently and in a team

- Basic graphic designing skills and experience in designing social media products.
- Excellent English language skills, both written and spoken.
- Proficiency in Sinhala and/or Tamil is essential.
- Excellent knowledge of MS Office and other relevant computer skills.

#### Remuneration

Competitive remuneration package commensurate with experience and skill.

**Application:** Submit to [wmcsrnlanka.recruit@gmail.com](mailto:wmcsrnlanka.recruit@gmail.com) before **November 30<sup>th</sup> 2022**

Only shortlisted candidates based on the criteria listed above will be contacted.

WMC is an equal-opportunity employer.