



## Vacancies at WMC

We are looking for a Program Manager and a Program Officer for Gender and Political Economy domain

Women and Media Collective (WMC) is looking for a Program Manager and a Program Officer who are passionate about the rights of women and gender equality, to work on the program area focusing on Unpaid Care Work related issues

### **Brief on Unpaid Care Work Project,**

The project, under the domain Gender and Political Economy, will address Unpaid Care Work in Sri Lanka. The aim is to improve the enabling environment, including care policies and infrastructure to recognize, reduce and redistribute care work. Project implementation will be carried out in the northern, eastern, north central, north western, western, central and southern provinces with selected women's rights organisations. The selected candidates are expected to work under the supervision of Director Programs – Gender and Political Economy.

### **PROGRAM MANAGER**

#### **Key Responsibilities**

- Design and develop program strategies for the implementation of the Gender and Political Economy domain.
- Manage the monitoring and reporting of the program/ project
- Build partnerships and provide support in developing resource mobilization strategies
- Contribute to development of Technical Support as required
- Manage advocacy, knowledge building and communication efforts
- Manage the project activity budget
- Travel, as required, to program implementation locations

#### **Competencies:**

- Knowledge and sensitivity to current socio-economic and political trends in Sri Lanka and a strong commitment to social justice and feminist values.
- Strong analytical, report writing skills
- Knowledge of feminist economic analyses
- Leadership, organizational skills, and the ability to work both independently and in a team.
- Strong program formulation, implementation, monitoring and evaluation skills
- Strong knowledge of Results Based Management

#### **Education and certification:**

- Master's degree or equivalent in gender and economics, social sciences, human rights, gender/women's studies, international development, or a related field.

#### **Experience:**

- At least 5 years of progressively responsible work experience at the national or international level in design, planning, implementation, monitoring and evaluation of development projects

**Please submit your resume, writing sample, and a thoughtful, relevant cover letter with contact details of two non-related referees by 05<sup>th</sup> June 2024 to [wmcslanka@womenandmedia.org](mailto:wmcslanka@womenandmedia.org). Incomplete applications will not be considered. Only shortlisted applicants will be notified.**



## PROGRAM OFFICER

Will work under the supervision of Director Programmes and assist the Program Manager

### Responsibilities

- Co-ordinating projects relevant to program area including managing communications with partner organizations and field researchers.
- Assist the team to design and manage implementation of advocacy strategies under the supervision of the program director
- Co-ordinate cross project activities
- Travel, as required, to program implementation locations
- Prepare field reports
- 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 OR Bachelors Degree in similar fields

### Experience

- At least 3-5 years of experience in similar capacity in a national or international organization

### Competencies

- Knowledge and sensitivity to current socio-economic and political trends in Sri Lanka and a strong commitment to social justice and feminist values.
- Strong research and communication skills.
- 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

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