



ADRA

Adventist Development Relief Agency

VACANCY ANNOUNCEMENT (Ref#2023-10/ADM)

PROGRAMS ASSISTANT

ADRA Sri Lanka seeks qualified and experienced individuals for the Programs Department of ADRA Sri Lanka.

Job Details

Job Location	Maharagama, Colombo District	Position Type	Full Time
Education Level	G.C.E A/Ls certificate or above.	Salary (Basic)	LKR.54,000/-
Travel Percentage	50% (Domestic)	Job Type	Assistant
Employment Type	Fixed Term Contract	Duration	1 Year with 3-month probation

Posting Closing Date 17th September 2023

PRE-REQUISITES

Required

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- Excellent English Language Skills
- Capable with Microsoft Office Packages (Word, Excel, Outlook, PowerPoint)
- Must exhibit sensitivity to and interest in other cultures and belief systems.
- Ability to work in a team.

Preferred

- A valid driver's license and the ability to drive and ride a motorcycle.
- Prior experience in the NGO.

Female candidates are encouraged to apply.

Application with a recent CV marked with this vacancy announcement for the above-mentioned position and the completed application must reach ADRA Sri Lanka emailed to hr@adrasrilanka.org on or before Sunday, September 17, 2023. Only short-listed candidates will be contacted for an interview within two week from the closing date.

For details about ADRA Sri Lanka, please visit www.adrasrilanka.org

ADRA is an equal opportunity employer and are committed to the safeguarding of children and young people.

We promote diversity and practice equity.





ADRA
Profile and Job Description
Programs Assistant

General Philosophy

Identity Statement: ADRA Sri Lanka (ADRA SL) is a humanitarian organization working within an internal network of the Seventh-Day Adventist Church that demonstrates God's love and compassion.

Mission: ADRA SL works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action, encouraging harmonious co-existence.

ADRA SL has been working in Sri Lanka since 1983 and was registered on June 20th 2002 as a Local Non-Governmental Organization (NGO). Through its work ADRA SL promotes the values of humility, understanding, assistance, teamwork, collaboration, transparency, and accountability. ADRA SL aims to build a positive working environment through value-based management that incentivizes hard work, discipline and reliability.

General Job Criteria

The Programs Assistant broadly serves the purpose of (a.) assisting the programs department in all areas related to Project implementation and (b.) assisting in project monitoring and (c.) assisting in knowledge management. The job will also require the individual to write project and program reports.

The position requires the person to have a certain set of qualities such as the ability to coordinate tasks, good public relations, writing skills, and the capability of being well organized. The person should be able to work under pressure and minimal supervision.

Respect for women, children, the differently-abled, and all who the project encounters is a standard requirement of ADRA SL.

General Job Description

To provide support for the Programs Department.

Title	<i>Programs Assistant</i>
Educational Qualification	G.C.E A/Ls certificate or above.
General Experience Requirements	Prior Experience in the NGO sector is a plus.
Specific Experience and Skills	Excellent English Language Skills. (Writing and speaking)
Computer skills requirement	Proficiency in Microsoft Office packages
Salary/Benefits	As per contract
Location	Colombo Central Office, Maharagama
Amount of Travel	As required by the Immediate Supervisor
Reports to	Programs Officer
Staff supervision	N/A
Perdiem and Accommodation	Entitled to Perdiem and Accommodation for out of residential district travels.

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Duties to include, but not limited to:**Main Duties:**

- Edit project reports and other documents.
- Collecting data from secondary sources and presenting it logically for proposal writing.
- Assist in need assessment in selected communities when necessary.
- Prepare project framework.
- Use online research tools to identify potential donors and funding resources.
- Assist in documentation of programs/administration meetings and workshops.
- Participate in project field monitoring visits.
- Assist in MEAL specific functions.
- Any other duties as assigned by the Programs Officer.

PROFESSIONAL ATTRIBUTES:

- Personal Qualities: Demonstrates an understanding of the agency's purpose and values and advocates these through daily work.
- Results Focus: Achieves objectives by taking an organizational perspective and working with and through others to achieve results
- Decision Making: Constructively contributes to the agreed decision-making process.
- Problem Solving: Uses clear and innovative thinking to solve problems and takes decisions that appropriately address risk and strategic alignment.
- Continuous Learning: Demonstrates a commitment to own professional development by actively participating in continuous learning.
- Self-Awareness: Is aware of own strengths and development needs and seeks to improve style, skills, and performance including cultural and gender sensitivities.
- Team Building: Is a cooperative and active team member, committed to working together towards goals.
- Psychosocial Mindfulness: Is mindful of stressors that may impact on work, and where appropriate, utilize available resources to manage these.
- Accountability: Is accountable for own actions and working practices, accepts responsibility and learns from mistakes.
- Regular Meetings: Participates in clear and regular communication with supervisor and team during one to one and team meetings.
- Adaptability: Adjusts approach and thinking to work effectively in a variety of situations and with different people.
- Sharing Knowledge: Shares organizational and professional knowledge with peers to enhance understanding.
- Accepting Direction and Feedback: Seeks and accepts clear direction and feedback from supervisor/s relating to work practices and outcomes in a positive and constructive manner.

PERSONAL ATTRIBUTES:

- Ability to work as a member of a team and autonomously.
- Flexibility, patience, tolerance for other perspectives and excellent interpersonal skills.
- Capacity to work under pressure.
- Commitment to gender equity, social justice, and community development.
- Understanding of and commitment to ADRA's development philosophy, values, principles, and objectives.
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing.

Personal Commitment:

Being employed by the Adventist Development Relief Agency requires commitment to its mission and lifestyle. The holder of this position will uphold the Christian values upon which ADRA's core values have been built and will display strong commitment to the Core Humanitarian Standards.

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