



ADRA

Profile and Job Description
Project PSSP (REF2025-02-PRJ/PSSP)
Field Officer

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 project named **Promote Self Reliance through Safe migration and Peaceful Co-existence (PSSP) project** aims to address the multifaceted and profound challenges confronting Sri Lankan refugees returned from India to Sri Lanka as well as conflict-affected communities in the Northern Province of Sri Lanka. The project will run for 6 months, from February 2025 to July 2025.

The position requires the appropriate educational qualifications and solid experience working in diverse rural communities and a positive and pleasant attitude. Strong coordination with internal and external stakeholders will be a requirement and a competency in managing these relationships will be deemed as vital. Working with the project team under the supervision of the project manager ensuring the implementation of the project activities are carried out in the required standard is central to this role. Respect for women, children, differently abled and all who the project encounters is a standard requirement of ADRA SL.

Title	Field Officer
Educational Qualification	GCE Advance Level
General Experience Requirements	2-4 years of experience working in the NGO sector.
Specific Experience and Skills	As specified above
Computer skills requirements	Proficiency in MS office package.
Language Requirements	Fluency in written and spoken English. Skills in Tamil language is compulsory.
Salary/Benefits	LKR. 99,000/-
Amount of Travel	80% Domestic travel
Reports to	Project Manager
Staff supervision	None

PROFESSIONAL ATTRIBUTES:

- **Personal Qualities:** Demonstrates understanding 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 addressed for 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.
- **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.

PRE-REQUISITES

- Aware of the issues related to Sri Lankan refugees returned from India with previous work experience preferably over 2 years for positions except Project manager which requires over 5 years.
 - Adequate experience in economic development at the local level.
 - Excellent coordination skills.
 - Excellent interpersonal skills.
 - Ability to work with government stakeholders on a regular basis.
 - Ability to work with business community on a regular basis.
 - Adequate experience in business development trainings and livelihood support.
 - Proficiency in English and Tamil.
 - Experience in community work is essential.
 - Capable with Microsoft Office Packages (Word, Excel, Outlook, PowerPoint) internet and email.
 - Must exhibit sensitivity to and interest in other cultures and belief systems.
 - Flexibility with working hours.
 - A valid driver's license and the ability to drive and ride a motorcycle.
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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 **Monday, February 11, 2025**. Please note that the subject of the email should have references below.

1. If you are applying for **Vavuniya** please use this reference -
REF2025-02-PRJ/PSSP/VAV

Only short-listed candidates will be contacted for an interview within one 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.

