



ADRA

Profile and Job Description
Project PSSP : REF2025-12-PRJ/PSSP
Information 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 closely 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	Information Officer
Educational Qualification	Diploma or a Bachelor degree in social science or relevant field
General Experience Requirements	2-4 years of experience working in the NGO sector.
Specific Experience and Skills	Experience in coordinating information and reporting

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/-
Travel to the field	70% Field travel
Reports to	Project Manager
Staff supervision	None

Job Responsibilities and Objectives:

Duties to include, but not limited to:

- Laise with government stake holders in collecting information
- Maintain database of beneficiaries under each project activities
- Manage Program filles in Project offices
- Transform physical Program files into electronic versions and store accordingly.
- Produce comprehensive reports on activities implemented with direct responsibilities
- Assist Project Manager in developing monthly and quarterly reports
- Visit beneficiaries, events at the field in capturing the implementation and the impact in video, pictures as required for the reporting purposes.
- Coordinating the relationship with returnee beneficiaries in information sharing.

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.

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.

