Adventist Development Relief Agency
VACANCY ANNOUNCEMENT (REF2026-03-PRJ/LESS-RR)

FIELD OFFICER - KILINOCHCHI

ADRA Sri Lanka seeks qualified and experienced individuals for a **Local Economic and Social Strengthening for Resilient Reintegration (LESS-RR) project** implemented in the Northern Province & Eastern Province of Sri Lanka. The project aims to accomplish the following outcomes, and its project locations are Mannar, Kilinochchi, Vavuniya, Jaffna & Trincomalee.

Project Outcomes

1. Refugee returnees receive more coordinated, evidence-based, and responsive reintegration support through strengthened government capacity, case management systems, and returnee information management.
2. Youth and target beneficiaries have increased access to sustainable employment, entrepreneurship, and institutional support pathways.
3. Target communities benefit from more relevant and adaptive project interventions informed by updated migration and local trend analysis.

Job Details

Work Locations	Kilinochchi, Mannar, Vavuniya, Jaffna & Trincomalee	**Based Location**	Kilinochchi
Education Level	GCE Advance Level/Diploma	**Salary (Basic)**	LKR.90,000/-
Travel Percentage	80% (Domestic)	**Position Type**	Full Time
Employment Type	Fixed Term Contract	**Duration**	12 months

Posting Closing Date: 29th July 2026, Wednesday

PRE-REQUISITES

Required

- At least 2-4 years of field experience in an NGO.
- Diploma or certificate holder
- Aware of the issues related to Indian returnees.
- Adequate experience in economic development.
- Excellent coordination skills.

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.

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- 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)
- 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.

Female candidates are encouraged to apply.

Application with a recent CV and EOI (Express of Interest) 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 Wednesday, 29th July 2026. Only short-listed candidates will be contacted for an interview within one week from the closing date.

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Profile and Job Description
Field Officer-Mannar (Project LESS RR)

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 **Local Economic and Social Strengthening for Resilient Reintegration (LESS-RR)** project aims to create an environment that promotes resilience, social cohesion, and adaptive capacity, and fosters sustainable development for vulnerable communities facing displacement and crisis". The project will run for 12 months, from August 2026 to July 2027.

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.

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Language Requirements	Fluency in written and spoken English. Skills in Tamil language is compulsory.
Salary/Benefits	LKR. 90,000/-
Based Location	Kilinochchi, Kilinochchi District
Work Locations	Kilinochchi, Mannar, Vavuniya, Jaffna & Trincomalee.
Amount of Travel	80% Domestic travel
Reports to	Project Coordinator
Staff supervision	None

General Job Criteria

- The overall direction and management of the project, including implementation of strategy and project requirements, goal setting, staff supervision and personnel management, target monitoring, and communication.
- Responsible for leading out and implementing Project compliance to all ADRA Sri Lanka policies and procedures.
- To liaise with the Program Manager and Program Officer to ensure that the project targets are met and that regular M&E assessments are completed.
- To write monthly Project Reports for the donors and to liaise with the Program Manager to ensure that the key status reports (e.g. EOP report) are accurately compiled and submitted on time.
- To run the project in a manner that complies with ADRA's policies on equal opportunities, race relations, security and other key issues.
- To liaise with the District level Government authorities, principally the GA and DS, for relevant approvals and collaborations specifically in line with the Project outcomes.
- To pass any severe issues which demand the involvement of higher Government authority, to the HQ office.
- To liaise with other INGOs and NGOs operating in the local area and develop cooperative relationships with them if necessary.
- When required, provide information and updates to the Program Manager, Finance Director, and Country Director.
- To attend regularly PROCOM and whenever requested ADCOM meetings and ensure the continued development and progression of ADRA's strategic goals, through implementation of policies.
- To inform the Country Director, Finance Director and Programs Manager of any possible policy or project implementation changes for approval. Any comments/questions for donors are to be forwarded to HQ.
- Conducts and reviews the authenticity/validity of quotations from the supplier.

- Disbursement approval for all field-level payments.
- Coordinates any external technical assistance visits (consultants / Donors).
- Any other tasks that may be assigned by the Country Director, Finance Director, or Program Manager occasionally.

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.
- **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.