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Women Defining Peace



Vacancy - Senior Program Officer (SPO)

Women Defining Peace (WDP) is a project funded by the Canadian International Development Agency (CIDA) and implemented by a consortium of World University Service of Canada (WUSC), Cowater International and MATCH International Centre. The purpose of WDP is to strengthen the prevention, intervention and advocacy on gendered violence experienced by Sri Lankan women, and integrate gender equality concerns and women's rights, into peace-building. To achieve this purpose, the project will fund civil society initiatives which contribute to reducing or preventing gendered violence against women and women's increased engagement and leadership that promote peace building and reconciliation.

The Senior Program Officer is based in Colombo and h/she will have joint responsibility for the implementation of WDP activities. The SPO also has an important role in developing and delivering capacity building interventions in the districts.

Main Duties and Responsibilities:

- Organize consultations, planning and review meetings with partners and stakeholders.
- Review proposals, support proposal development and prepare project approval documents and budgets.
- Undertake capacity assessments; develop and deliver capacity building initiatives for partners.
- Support technical assistance and capacity development activities on specific topics such as gender equality, gendered violence, peace and reconciliation etc.
- Monitor progress and disbursements of sub-projects; report on results achieved and obstacles to be addressed by projects.
- Support the work of WDP program staff and consultants.
- Prepare progress reports and maintain project records.

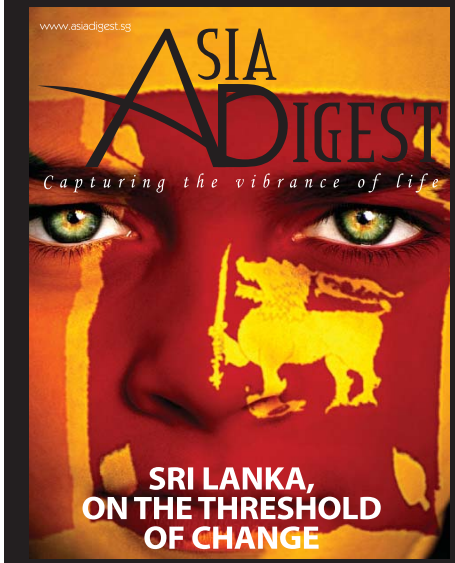
Qualifications:

- Degree or Diploma in gender and development, human rights, or other related field.
- Minimum of 3 years experience working on issues of gender equality, gender based violence and/or women's participation in peace building.
- Minimum of 3 years experience planning and/or implementing gender equality initiatives.
- Experience in grant management, monitoring project results and preparing progress reports.
- Demonstrated ability to implement capacity development activities with community-based organizations and NGOs.
- Willing to travel to all parts of Sri Lanka. Field experience an asset.
- Good computer skills (Word, Excel, PPP, internet)
- Must be able to work in English as well as Sinhala and/or Tamil.
- Good skills in communication, report writing and team work.

Interested candidates must complete an application form. To request an application form contact:

Women Defining Peace - WDP
10/4 Don Carolis Road, Colombo 5
Tel: 2503096 Fax: 2500612 Email: wdp@wusc.lk

Curriculum vitae and the completed form along with the names of two non-related referees must be submitted to the above address by July 03, 2009.



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If this sounds like your next best move mail us your CV within the next 5 days, attaching your best work in PDF format to: in4@code3.lk or nayomi@code3.lk



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If you are an achievement - oriented young person with the following qualifications, here is your chance to join Bank of Ceylon - Sri Lanka's biggest bank.

ELIGIBILITY

- Pass in GCE Ordinary Level with 5 credit passes including Mother Language (Sinhala / Tamil) Mathematics and English Language obtained at one sitting, and GCE Advanced Level with 3 passes obtained at one sitting.

- Age should be below 24 years as at the closing date of applications.

(Those who do not meet the above requirements are advised not to apply.)

OTHER ATTRIBUTES

- Positive attitudes with drive and commitment to achieve organizational objectives.
- Good inter-personal skills with ability to work as a team player.
- Effective communication skills
- Ability to work effectively under pressure
- Willingness to work in any part of the island

SELECTION PROCEDURE

Selection will be made after a competitive written examination and an interview.

TRAINING

Training period will be two years, during which a training allowance will be paid.

REWARD

On completion of the training period, successful candidates will be considered for appointment as Staff Assistants in the permanent cadre of the Bank with an attractive remuneration package including several fringe benefits and bright career prospects.

Applications using the specimen form given herein together with photocopies of certificates of birth and educational qualifications (do not attach originals of certificates) should be sent to the address given below under registered post with the top left hand corner of the envelope marked 'Trainee Staff Assistant' to reach not later than 10th July 2009.

SPECIMEN APPLICATION FORM

- Surname with initials: (in English Block Capitals) (Eg. SILVA A.B.) : _____
Preferred Medium for Examination: Sinhala - 2 Tamil - 3 English - 4
 Enter Relevant Number
- Name indicated by initials (in English Block Capitals) : _____
Preferred Centre for Examination: Colombo - 01 Kurunegala - 08 Galle - 02 Batticaloa - 09 Matara - 03 Vavuniya - 10 Anuradhapura - 04 Trincomalee - 11 Polonnaruwa - 05 Badulla - 12 Ampara - 06 Ratnapura - 13 Kandy - 07 Jaffna - 14
 Enter Relevant Number
- Sex : Male - 0, Female - 1 : Enter Relevant Number
- Address (Permanent) (in English Block Capitals) : _____
 Enter Relevant Number
- District and District No. : _____
Colombo - 01 Gampaha - 02 Kalutara - 03 Matale - 04 Kandy - 05 Nuwara Eliya - 06 Galle - 07 Matara - 08 Hambantota - 09 Jaffna - 10 Mannar - 11 Mullativu - 12 Vavuniya - 13 Trincomalee - 14 Batticaloa - 15 Ampara - 16 Puttalam - 17 Kurunegala - 18 Anuradhapura - 19 Polonnaruwa - 20 Badulla - 21 Monaragala - 22 Kegalle - 23 Ratnapura - 24 Killinochchi - 25
- Contact No - Residence : _____
Mobile : _____
- Date of Birth - (Date/Month/Year) : _____
- National Identity Card no. : _____
- Civil Status : Married - 1, Single - 2
Enter Relevant Number :
- Educational Qualifications : GCE (O / L)

School :	Subject	Index No. :	Year :	Results

G C E (A / L)

School :	Subject	Index No. :	Year :	Results

- Other Qualifications (Academic/Professional)

Degree/Diploma/Other	Name of Institution	Results

- Extra Curricular Activities

- Record of Employment, if any

From	To	Institution	Designation

- Non- Related Referees: (i) _____ (ii) _____

Name	Address

Contact No.	Office	Residence

I certify that the information given in this application is true and correct.

_____ Date _____ Signature _____