



T-Field Child Development Federation

306, Windy Corner, NuwaraEliya

Vacancy

T-Field Child Development Federation is a non-governmental organization based in Nuwara Eliya, Noorwood and Dambulla and it has been working with communities with the mission of empowering children and youth to improve their lives and providing opportunities to become young leaders who bring positive changes in their communities. In doing so, TFCDF has been working towards promoting and facilitating child friendly communities through its child protection, education, and youth programs.

We are looking for energetic, self-motivated and dynamic individuals to provide operational leadership to ensure service and standards.

Coordinator Purchasing and Logistic - 01 Position (NuwaraEliya)

Role overview: Purchasing and Logistic Coordinator is responsible to Support Smoothly Functioning Office environment and Support to Implement Plan Program Activities.

Requirements

- Sat GCE A/L and Diploma in Relevant Field
- 3 years experience in working in the social service and / with a nonprofit agency, preferably community organization.
- Good Administrative and Supervisory Skills.
- Good Skill of keep effective coordination with Staff and Vendors.
- Computer proficiency in general office software applications (word, Excel, Outlook)
- Outstanding written and oral communication skill in English, fluency in local language Tamil is a must.
- Must be able to travel to program location where applicable.
- Field visit to ensure Field Office Requirements.
- Well knowledge in Procurement process

Salaries are negotiable on above positions depending on experience and qualifications.

If you fulfill the above requirements and is interested in community development please forward your detailed CV along with contact details of 2 non related references on or before the 25th of July 2024 addressed to the CEO- T-Field Child Development Federation. # 306, Windy Corner, Blackpool. Nuwara Eliya. Or e mail to nishanthahettiarachchi@ymail.com mentioning the position applied on the subject line of the e mail.

Please note that only shortlisted candidate will be called for interviews.