



The Asia Foundation

Program Officer *Gender and Justice*

THE ASIA FOUNDATION is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by 70 years of experience and deep local knowledge, our work is focused on governance, climate action, gender equality, education and leadership, inclusive growth, and international cooperation. We work in more than 20 countries through our 17 permanent country offices and programs across Asia and the Pacific, supported by a headquarters in San Francisco and an office in Washington, DC. Our funding comes from a diverse array of bilateral and multilateral development agencies, foundations, corporations, and individuals.

We are searching for a dedicated, highly motivated candidate to join The Asia Foundation's Sri Lanka office as a **Program Officer**. He/she will work under the direction of the Senior Program Officer, Senior Program Manager and Director (Justice and Gender) and will be responsible for the implementation of activities under the 'Addressing Unpaid Care Work in Sri Lanka project' within the Gender and Justice Program of The Asia Foundation.

Responsibilities:

- Implement activities under the Addressing Unpaid Care Work in Sri Lanka project.
- Develop and implement effective monitoring, evaluation and learning systems and processes for the project including results tracking and donor reporting.
- Maintain close and regular contact with project partners and stakeholders (government and non-government) and technical consultants by attending programs and making periodic field visits to ensure effective delivery of different aspects of the project activities.
- Develop high quality information/communication products, reports and articles to be shared internally and externally.
- Supervise Program Assistants and interns as and when necessary.

Required skills, experience and qualifications:

- Minimum of three years' experience specifically program implementation, monitoring, evaluation and learning, donor reporting, and communications with an international organization, donor agency, private sector institution, or a local non-government organization in Sri Lanka.
- Experience in documentation, research and/or writing in the field of women's rights and gender equality.
- Bachelor's degree or professional qualification in women's rights/gender studies, development studies, or sociology.
- Familiarity with the women's rights discourse in Sri Lanka.
- Excellent analytical, communication, monitoring and evaluation, writing, presentation and interpersonal skills.
- Excellent English language skills (written and spoken).
- Fluency in Sinhala or Tamil languages. (fluency in both would be an added advantage).
- IT literate with proficiency in word processing and spreadsheets.

Closing date: September 8, 2024

Only shortlisted candidates will be notified. Interested candidates, please send a resume with a cover letter explaining why you are suitable for the position to: jobssrilanka@asiafoundation.org.

Clearly indicate the position to which you are applying in the subject line of the email.