



Family Planning Association of Sri Lanka (FPA Sri Lanka), the pioneer in family planning and reproductive health education is an accredited member of the International Planned Parenthood Federation (IPPF) in the United Kingdom.

CENTRE MANAGER - KILINCHCHI

FPA is the implementing partner of the **ENSURE Project**, a project dedicated to **Ensuring access to lifesaving sexual & reproductive health and providing gender-based violence prevention and response services for women, girls and vulnerable groups in Sri Lanka**. FPA is seeking for an enthusiastic and dynamic young individual for the position of **Centre Manager**, who will be responsible of implementing and coordinating the project activities carried out in the Northern Province. The Centre Manager will report to the Head of the Outreach Unit. They will also be required to spend a significant time on the field.

Key Responsibilities

- Managing the newly established centre in the Kilinochchi district
- Managing the implementation of the ENSURE project activities during the period of 8 months in the northern province
- Liaising with the Outreach Unit of the FPASL Head Office and other relevant officials
- Coordinating with government officials in the northern province for implementation of the activities
- Ensuring that stocks are properly maintained, and stock balances of drugs and medical items of the centre are reported in a timely manner
- Ensuring fund requests required for project activities are submitted in a timely manner and ensuring that the financial transactions related to the project are properly followed
- Conducting periodical field visits
- Submitting monthly progress reports and conducting monthly progress meetings
- Recording and reporting of the project's monthly progress
- Cooperation and communication with government and non-governmental organizations

Job Specifications

- Contract period: 8 months (Fixed-Term)
- Education: Advance Level and above. Knowledge in Sexual Reproductive Health is an added advantage
- Experience: 3 to 5 years' experience in working in non-profit sector or in a similar capacity.
- Language competency: Good spoken and written communication skills in English and Tamil Languages. Competency in Sinhala Language is an added advantage.
- IT Competency: MS Office package

FPA Sri Lanka is committed to the safety and protection of children, young people and vulnerable adults and this role may include contact with these groups. Our recruitment and selection procedures reflect our commitment to the safety and protection of children, young people and vulnerable adults in our programs.

Mail us your application within **on or before 11th August 2023**, citing two non-related referees. Please note that only shortlisted candidates will be contacted.

The Executive Director

FPA Sri Lanka

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Or Email to careers@fpasilanka.org

Our Website www.fpasrilanka.org

FPA Sri Lanka is an equal opportunity employer