



**SRI LANKA RED CROSS SOCIETY**

If you are proactive, highly motivated, results oriented and ready to embark on a challenging career

Come join us

POST	QUALIFICATION & EXPERIENCE	JOB DESCRIPTION
<p><b>Monitoring, Evaluation and Learning Officer – UNDP (GEF) funded Managing Together Project</b></p> <p><b>01 Position</b></p> <p><b>Based in</b></p> <p><b>National Headquarters</b></p> <p><b>HRM 031/2024</b></p> <p><b>Attractive Remuneration, depending on your Qualifications, Experience &amp; Competencies</b></p>	<p>A Bachelor's degree in a subject relevant to natural resource management or biodiversity conservation</p> <p><b>with</b></p> <p>05 years' experience in project monitoring and evaluation</p> <ul style="list-style-type: none"> <li>• At least 3 years of experience working with Sri Lankan Government Ministries and/or national or provincial institutions that are concerned with natural resources, environmental management and issues affecting biodiversity conservation.</li> <li>• Strong drafting, presentation and reporting skills.</li> <li>• Strong communication skills, especially in timely and accurate responses to emails.</li> <li>• Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.</li> <li>• Excellent command of both spoken and written English and Sinhala and, preferably at least a working knowledge of Tamil.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing technical guidance on monitoring of project activities and safeguards to the project activities; support the annual reporting (PIR) processes and complete the tracking tools, especially carbon sequestration details.</li> <li>• Ensure that Gender Action Plan, Social and Environment Safeguards and Stakeholder Engagement Plans of the project are properly implemented, reviewed regularly and revised appropriately.</li> <li>• Develop a risk and issues log in collaboration with UNDP.</li> <li>• Updated the risk and issues log regularly</li> <li>• Develop progress reports in line with the requirements of MoE and UNDP</li> <li>• Ensure all monitoring and evaluation activities are implemented as per the plan</li> </ul> <p>Responsible for all information and involvement programmes under the Project</p>

Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

**General Requirements**

- Sound understanding of humanitarian, community, and volunteer-based service interventions.
- Should be a quick learner with the ability carry out SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability to work under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews.

Please email your application to [jobs@redcross.lk](mailto:jobs@redcross.lk) or post to Director General, Sri Lanka Red Cross Society, No 106, Dharmapala Mawatha, Colombo 07. On or before 15.12.2024 (HRM 031/2024)