

Project Officer

Terms of Reference

1. Background

The Centre for Equality and Justice (CEJ) was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women and persons with diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) live in a society that is free, just and equal. This will be achieved by promoting gender equality, advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards, and fostering partnerships with grassroots-level women's networks. CEJ is primarily a women's organisation working on the rights of women in the private and public spheres. CEJ engages with policymakers and government officers and strengthens grassroots-level women's capacities to claim their rights.

2. Responsibilities

- Lead and implement a project with support from CEJ team
- Ability to work independently on projects CEJ's thematic areas including addressing online violence/Technology Facilitated SGBV
- Assist in organizing workshops and trainings, field visits, and other events in and out of Colombo, including preparation of budgets, settlements and other logistical arrangements.
- Assist in preparing annual narrative reports, project progress reports, and any other related documentation.
- Ability to undertake web research and keep CEJ updated on international and local developments related to the mandate of CEJ.
- Coordinate the regular collection of information for reporting on projects implemented by CEJ.
- Participate in relevant activities with the authorities and civil society organizations when called upon
- Support the CEJ team in timely project implementation and efficient internal and external communications.
- Assist in creating a platform for learning and document best practices
- Assist the Executive Director and CEJ staff in proposal writing and any other fundraising.
- Assist CEJ to organize events, dialogues and discussions both in Colombo and in other districts
- Proofreading of documents and translation of documents where necessary
- Assist the CEJ team in any work related to the CEJ mandate.
- The Project Officer reports to the Executive Director.
- Travel out of Colombo to project locations will be required.

3. Qualifications and experience

Required:

- Bachelor's degree in Social Sciences or Humanities. A Master's degree is preferred.
- Demonstrated commitment to development work and ability to implement projects.
- Prior experience in implementing research-related projects
- Minimum three years working experience in a local or an international NGO or similar organization.
- Experience in grant management, monitoring project results and preparing progress reports
- Excellent proficiency in written and spoken English
- Experience in working with MS office, Excel and similar programmes
- Excellent interpersonal skills with an ability to network and liaise in a diverse environment.
- Ability to work independently, take initiative, manage multiple and competing priorities, and handle detail.
- Willing to travel to the project locations as required.

Preferred:

- Excellent writing, reading and speaking skills in Sinhala/Tamil
- Demonstrated experience in implementing projects with government institutions.
- Demonstrated experience using social media platforms for public awareness on socio-political issues.
- Prior knowledge or experience working in the digital space on digital rights, online violence, Technology Facilitated SGBV, or similar topics

4. Remuneration

An attractive monthly salary based on relevant experience and qualifications. Travel, food, and accommodation costs for field visits will be covered by the Organization.

Only short-listed candidates will be notified. Interested candidates may send a CV with two referees and a cover letter to srilanka.cej@gmail.com with the email subject line: CEJ-Project Officer CV
By 30th June 2026