

ASIA
CAPITAL
PLC



GLORIOUS JAFFNA

A CSR PROGRAMME OF ASIA CAPITAL PLC

VACANCY

PROJECT OFFICER

Our Cause

Asia Capital PLC, a leading player in financial services listed on the Colombo Stock Exchange recently launched its CSR initiative which is focused on aiding the rehabilitation process in the war-ravaged northern peninsula. Its compassionate trend-setting mission is aimed at funding both nutritional and educational needs of children through charities in Jaffna.

The first is a milk nutritional programme to feed children between the ages of six and twelve through the Humpty Dumpty Institute - Sri Lanka. The other focuses on an educational sponsorship programme for children affected by the prolonged civil war through HUDEC-CARITAS of Jaffna.

Our vision is
"LETS PUT A LITTLE BIT OF JAFFNA INTO OUR LIVES"
sharing and caring for little children.

Key Tasks

- Evaluate grant applications and soundness of project design
- Work with grantees to develop appropriate materials for Donors.
- Design and execute program monitoring methods for the project
- Assure successful completion of initiatives through mid-course correction and outcome evaluation
- Design protocols for initiated projects
- Supervise consultants and special project staff assigned to programme - managed initiatives (if any)
- Supervise the distribution network of the charities and make recommendations for maximizing utilization of funds.
- Be the link between the donors and beneficiary and facilitate information flow and reporting

Job description

- The position calls for the monitoring, evaluation and reporting of physical and financial progress regarding the project.
- The successful applicant will be based in Jaffna and will have the primary responsibility of identifying health issues and planning broad program agendas, soliciting and reviewing grant requests, advising the Company on program direction and investments, developing and managing special initiatives, and assisting the Company in long term strategic planning.

Experience

- 5 years experience in bi-lateral and multi-lateral project work is required.
- Ability to communicate effectively in Tamil and English is a prerequisite

An attractive remuneration package awaits the selected candidate. Please apply by registered post, giving full details together with the names and contact numbers of two non-related referees to reach us within one week. Applications should be addressed to:

Group Head of HR & Administration

Asia Capital PLC

36th Floor, West Tower
Echelon Square, World Trade Centre,
Colombo 01.