



Project Vacancy Announcement

Stakeholder Collaboration for Sustainable Development-SCoSD

CSR Sri Lanka

- 1. Cluster Facilitator.**
- 2. Knowledge Management & Marketing Officer.**
- 3. Finance & Administration Associate.**

Brief Project Profile

Stakeholder Collaboration for Sustainable Development-SCoSD is a 2 year project launched by the CSR Sri Lanka as part of a long term Strategic Initiative (SI) to transform business entities in Sri Lanka for adopting the world class practices of Transformative Corporate Social Responsibility into business strategies and processes in order to create economic and social value for sustainable development. This project is implemented with the technical and financial assistance from an international donor agency. The CSR SL, at present, is the apex body initiated by 40 leading corporate companies in the country to take on fostering Transformative Corporate Social Responsibility among businesses. It provides the strategic guidance and necessary intellectual and technical resources to bridge the gap between extemporized CSR interventions and creating sustainable value to the economy and society.

Comment [GP(CP1): Same as above

Project Stakeholder Collaboration for Sustainable Development (**SCoSD**) is planned to bring in strong collaboration among business companies, the public sector, civil society, the academia and a wide range of local and international stakeholders to engage in creating sustainable business value through the modern ethos of transformative corporate social responsibility. **SCoSD** is designed in such way that business companies in the Country take on addressing the issues of sustainability and equity. With the Program the CSR Sri Lanka will create a functional and dynamic CSR Cluster of business companies upon which stakeholders are catalyzed and nurtured to develop, validate and implement a National Master Plan for Corporate Social Responsibility in Sri Lanka.

Cluster Facilitator

Summary of Job Profile

The Cluster Facilitator (CF) has a critical role in forming, nurturing and catalyzing a functional and dynamic CSR Cluster of business corporations that works for achieving sustainability through transformative corporate social responsibility. It is the figure that keeps the daily momentum of the CSR Cluster leaders, Workgroups of experts and specialists, the Monitoring committee, Stakeholders and Project staff to work with motivation and commitment in the operationalizing of the CSR Cluster, developing and implementing the National CSR Master Plan and building the international collaborations. The Cluster Facilitator positions itself as the nexus among the Technical Advisor, Workgroups, CSR Cluster leaders and the local and international stakeholders within the Project organization and CSR Lanka's efforts in promoting transformative corporate social responsibility.

Key Qualifications

- i. Academic qualifications in Economics, Management, Social Sciences or any related field.
- ii. Significant experience in the private, non-government, inter-government or government sectors allowing the candidate to play the critical role of the Cluster Facilitator in making the program a success.
- iii. Professional qualifications of any use to perform the functions of the Cluster Facilitator.
- iv. Good skills in undertaking book and field research and writing reports and publications material in English and local languages in Sri Lanka.
- v. Knowledge in statistics with the ability to use statistical software packages, at least, the SPSS. Knowledge in econometrics with the skills in E views or STATA will be an added qualification.
- vi. Good command in writing and speaking in English.
- vii. Fluency in Sinhalese and/or Tamil
- viii. Excellent critical thinking, analytical, communication, mobilization and interpersonal skills, ability to work well within a small team and ability to meet deadlines.
- ix. Personal interests in innovation and taking risks in challenging circumstances.
- x. Skills in handling the key computer software such as MS Word, Excel and Power Point and smart technologies of information management.

Workstation: Colombo with travel requirement in any part of the country or abroad based on the project needs.

Duration of Assignment: One (01) year renewable contract

Knowledge Management and Marketing Officer

Summary of Job Profile

The Knowledge Management and Marketing Officer is the focal point that accumulates, acquires, manages and disseminates knowledge in the CSR Lanka. It is also the center for the implementation of branding and marketing of the Organization and its programs, products and services. The KM&MO drives the brand and signature of the CSR Lanka into the external and internal customers. It protects the integrity of the visual identity of the CSR Lanka and ensures the consistency in the corporate communication that will support the Organization's growing reputation locally and internationally. The KM & MO will develop long-term significance to the CSR Lanka. The strength of the organizational image and reputation critical to its ability to achieve many goals of strategic importance such as private and public fund-raising will be safeguarded and enhanced by the Knowledge Management and Marketing Officer.

Key Qualifications

- i. Academic or professional qualifications in Marketing, Management, Social Sciences or any related field with the knowledge in the Logical Framework Approaches (LFA).
- ii. Previous experience in the field of marketing in the private, non-government, inter-government or government sectors. Experience or training in knowledge management will be an added qualification.
- iii. Professional qualifications of any use to perform the combined functions of the Knowledge Management & Marketing Officer (KM&MO).
- iv. Good skills in undertaking book and field research and writing reports, publications and corporate communication material in English and local languages in Sri Lanka.
- v. Knowledge in statistics with the ability to use the basic statistical software.
- vi. Skills in websites development/management and software such as the Adobe Photoshop, Corel Draw or MS Publisher are desirable.
- vii. Good command in writing and speaking in English.
- viii. Fluency in Sinhalese and/or Tamil.
- ix. Excellent critical thinking, analytical, communication, mobilization and interpersonal skills, ability to work well within a small team and ability to meet deadlines.
- x. Personal interests in innovation and taking risks in challenging circumstances.
- xi. Skills in handling the key computer software such as MS Word, Excel and Power Point and smart technologies of information management.

Workstation: Colombo with travel requirement in any part of the country or abroad based on the project needs.

Duration of Assignment: One (01) year renewable contract

Finance and Administration Associate

Summary of Job Profile

The Finance and Administration Associate will execute the regular management of the finances of the Organization and office administration including logistics and procurement under the supervision of the Director Finance. It will work closely with the Project Teams and support their functions in all the circumstances.

Key Qualifications

- i. Intermediate level qualifications in Accountancy/Accounting from a recognized institute.
- ii. At least 3 years' work experience in a reputed Firm/Organization handling finances and office administration.
- iii. Knowledge/experience in budgets management, Sri Lanka Accounting Standards and Taxation is essential.
- iv. Previous experience in logistics management and procurement.
- v. Excellent critical thinking, analytical, communication, mobilization and interpersonal skills, ability to work well within a small team and ability to meet deadlines.
- vi. Skills in working with accounting software packages.

Workstation: Colombo with travel requirement in any part of the country or abroad based on the project needs.

Duration of Assignment: One (01) year renewable contract

How to Apply

The interested candidates may download the Detailed Terms of Reference (TOR) and Application Form from the website of the CSR Sri Lanka at <http://www.csrsrilanka.lk/> and return the perfected application forms via email to corporate@csrsrilanka.lk on or before February 28th 2017.