

## JOB DESCRIPTION

<p><b>Position Title:</b> Project Coordinator</p> <p><b>Department:</b> Programme</p> <p><b>Project:</b> Building Resilience: Integrated Livelihood, Agricultural and Social Infrastructure Recovery in the Cyclone affected Badulla and Nuwara Eliya Districts.</p>	<p><b>Reports To:</b> Senior Project Coordinator</p> <p><b>Contract Length (If Applicable):</b> 4 months</p> <p><b>Date:</b> 1<sup>st</sup> of May 2026</p> <p><b>Location:</b> Kandy</p>
<p><b>Project Summary</b> <i>(Briefly describe project objectives, deliverables, scope and target groups )</i></p>	
<p>This project <b><i>“Building Resilience: Integrated Livelihood, Agricultural and Social Infrastructure Recovery in the Cyclone affected Badulla and Nuwara Eliya Districts.”</i></b> provides emergency relief and early recovery support to the disaster-affected communities in Sri Lanka’s Central Province and Uva Province, specifically targeting the Nuwara Eliya and Badulla districts. The project will be Implemented by Chrysalis in coordination with respective government departments, and the initiative aims to restore safety, and dignity, of more than 2,000 direct beneficiaries. The intervention focuses on short-term and long-term needs of the impacted communities, through climate-resilient upgrades such as solar-powered lighting for displacement camps and mini-water filtration plants for care centers and schools.</p>	
<p><b>Summary of Job Position</b> <i>(To describe in general the purpose, duties and responsibilities of the position)</i></p>	
<p>The Project Coordinator is responsible for the field-level execution, coordination, and monitoring of multi-sectoral emergency activities to achieve defined outputs and outcomes. This position will also be responsible for coordinating day-to-day project activities, managing activity-based budgets, and effectively liaising with relevant stakeholders and other Chrysalis units in area offices. The Project Coordinator will ensure that donor and Chrysalis compliance requirements are met in a timely manner. Furthermore, project coordinators are expected to support the monitoring and evaluation functions of the project at the grassroots, divisional, and district levels, as guided by the Senior Project Coordinator, Project Manager, Manager Emergency Preparedness and Response and MEAL staff.</p> <p><b>General Purpose:</b></p> <ul style="list-style-type: none"> <li>• The Project Coordinator is responsible for assisting in defining the project strategies, as well as overall planning, implementation and programme quality requirements of the</li> </ul>	

project activities with close supervision of Manager and ensure achieving project impact.

- S/he needs to cultivate proper professional relationships and maintain regular communication with district and provincial authorities, local authorities, different Chrysalis projects, private sector, other government agencies, NGOs, universities and research and other relevant agencies for the interest of the project and represents the organization within the assigned operational areas.
- Project Coordinator (PC) is responsible for smooth implementation of the projects, efficient administration and financial management.
- As a project staff, PC facilitate regular reporting, support M&E functions at the grassroots level, and constantly upgrade the professional quality of programming within the assigned scope.
- To ensure the effective delivery of humanitarian assistance while upholding gender-responsive standards safeguarding protocols, and organizational accountability.

**Specific Purpose:**

- The Project Coordinator facilitate the recovery of income-generating activities for smallholder producers and micro-entrepreneurs through the rehabilitation of critical agricultural and livelihood infrastructure.
- Enhance wellbeing of the affected community by upgrading WASH facilities.

**Main Responsibilities** (*Main Purpose of the job, why it exists*)

**Implement and monitor project activities**

- Understand the project, communicate its scope and objectives to key provincial, district and divisional level stakeholders, and create a favorable environment for implementing project activities.
- Lead the day-to-day coordination and implementation of interventions (relief and recovery).
- Ensure immediate lifesaving activities are seamlessly linked with early recovery strategies, such as livelihood restoration and basic service rehabilitation.
- Oversee the transparency of the implementation, adhere the Chrysalis accountability mechanism or FCM.
- Ensure all field activities meet Chrysalis's program quality standards and adhere to gender-responsive protocols.
- Regularly monitor and/or provide guidance for effect and output monitoring, ensuring that field data are collected in a timely manner for report generation.
- Identify and resolve field problems and/or make necessary recommendations to the SPC, Project Manager and Area and Project manager.
- Support the MEAL staff in fulfilling their responsibilities by providing district-level information, for accurate reporting.

**Provide coordination and logistical support to the project team**

- Manage activity-based budgets and ensure that all procurements meet donor and Chrysalis compliance requirements in a timely manner.
- Effectively liaise with relevant Chrysalis units in area offices and the Emergency team to ensure cohesive internal support.
- Provide administrative and logistical backing to the project team to facilitate efficient field deployments and distribution cycles.
- Provide secretarial support for meetings, events, and workshops, including taking minutes.
- Write event reports, training/workshop reports, and minutes of staff/project meetings with the support of Manager.
- Arrange suitable venues for meetings, workshops, and events, making reservations through the procurement unit and organizing required materials.
- Follow up on meeting action items with the team and stakeholders, ensuring their completion.
- Handle all confidential correspondence and matters responsibly and discreetly.

**Strengthening relationships with Stakeholders**

- Cultivate professional relationships and maintain regular communication with District and Divisional Secretariats, the DMC, and Women Development Officers for project implementation and to sustain its activities after the project ends.
- Represent Chrysalis in coordination forums with other NGOs, CBOs, and local partners to avoid duplication.
- Document the type of support obtained from each organization and institution, and present it in the quarterly progress review meetings

**Monitor the project activities and support the knowledge management Process**

- Adhere and understand the MEAL document, track monitoring framework to measure progress against sex-, age-, and disability-disaggregated indicators.
- Conduct household surveys, other need assessments and surveys, monitoring visits, and focus group discussions to validate project outcomes and impact.
- Prepare regular progress reports and assist in the documentation of "lessons learned" to support program quality and donor reporting.
- Manage community feedback and complaint mechanisms, and ensure all concerns are addressed promptly.
- Ensure field data and information are collected on time for reporting.
- Support the SPC, Project Manager and MEAL staff in capturing success stories and insights to upgrade the quality of reports (storing information and document related to project such as field level notes/reports, case studies, photos, newsletters, etc. for final reporting) .

**Selection Criteria** (*Minimum Qualifications and Experience Required*)

<p><b>Education and Experience</b></p>	<ul style="list-style-type: none"> <li>• A diploma in , Sociology, Social Work, Development Studies, Community Development, Business Management, Agriculture or a related field from a recognized institution and 6-8 years of working experience in the development sector or</li> <li>• Bachelor's degree in agriculture, Business Administration, Sociology, Social Work, Development Studies, Community Development, or a related field from a recognized university and 4-6 years of working experience in the development sector.</li> <li>• Certifications in Emergency Response related field is desirable.</li> </ul>
<p><b>Required Skills, Knowledge, Behaviors, competencies</b></p>	<ul style="list-style-type: none"> <li>• Deep understanding of the Sphere Standards, Core Humanitarian Standard (CHS), and Gender in Emergencies (GiE) protocols.</li> <li>• Familiarity with the socio-economic dynamics of Central Province, specifically the challenges faced by hillside and estate communities regarding landslides and floods.</li> <li>• Skill in managing activity-based budgets and ensuring strict compliance with donor and organizational requirements.</li> <li>• Proficiency in using participatory tools (KIs, FGDs) and managing MEAL frameworks with disaggregated data.</li> <li>• Ability to maintain high-level coordination with District Secretariats, the DMC, and other stakeholders, and stakeholders management skills.</li> <li>• A proactive commitment to prioritizing the safety, dignity, and voices of women and vulnerable groups in all decision-making.</li> <li>• Ability to remain calm and decisive in high-pressure, post-disaster environments to ensure continuity of aid.</li> <li>• Strong analytical, report-writing, and presentation skills, including the ability to present complex issues clearly and concisely.</li> <li>• Fluency in English (written and verbal) is essential, and fluency in at least one of the local languages is required.</li> <li>• Excellent leadership, negotiation, relationship-building, and communication skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• High level of computer literacy skills.</li> <li>• Proven initiative, flexibility, and ability to prioritize in a demanding environment and meet tight deadlines.</li> <li>• A strong commitment to Chrysalis core values.</li> </ul>
<b>Functional Competencies:</b>	<ul style="list-style-type: none"> <li>• proficiency in managing localized partnerships to ensure quality outcomes with the support of Project Manager.</li> <li>• Implement a robust monitoring framework using sex-, age-, and disability-disaggregated data and ensure accurate information for reporting.</li> <li>• Understand the socioeconomic conditions, cultural nuances, and challenges specific to the targeted district in Sri Lanka.</li> <li>• Good Coordination skills with the ability to handle multiple activities, contexts, and problem-solving.</li> <li>• Ability to travel to remote places and multi-cultural areas</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• The Project Coordinator will be based in the regional office or assigned project district and is expected to spend 70% or more of his or her time in the field.</li> </ul>