

JOB DESCRIPTION

Position Title: Project Coordinator (PC) Department: Development_ Programme Project: CATALYZE – Catalyzing Policy Change and Protecting Rights in Sri Lanka through advancing CSO actions	Reports To: Senior Project Coordinator Contract Length (If Applicable): 1 year (with possible extension) Location: Based in Batticaloa with frequent travel to project locations / across the districts in the Eastern Province.
Project Summary <i>(Briefly describe project objectives, deliverables, scope and target groups)</i> The CATALYZE project is a strategic initiative led by CARE Deutschland e.V. in partnership with Chrysalis and the Law and Society Trust (LST), funded by the European Union under the NDICI-Global Europe Civil Society Thematic Programme. Operating against a backdrop of prolonged governance and socio-economic fragility in Sri Lanka, the project seeks to expand and protect civic space by strengthening the technical, financial, and advocacy capacities of 200 Civil Society Organizations (CSOs) and Community-Based Organizations (CBOs) including 120 district-level organizations and 80 grassroots groups—in the North, East, and South. CATALYZE focuses on advancing inclusive governance and human rights through a multi-dimensional approach: building the leadership of Women Councilors’ Caucuses and CSO Federations, supporting 80 co-designed local projects that address critical issues such as land rights, livelihood security, and environmental justice, and establishing inclusive decision-making platforms like Provincial Town Halls. The project will be implemented in eight key districts, namely Jaffna, Kilinochchi, Mullaitivu, Vavuniya, Mannar, Batticalo, Ampara and Trinco. By institutionalizing these participatory structures, the project aims to bridge the gap between marginalized communities—including women-headed households, youth, and ethnic minorities in the North, East, and South—and duty-bearers. The action targets a significant systemic impact, directly benefiting over 500,000 individuals by ensuring their voices influence policy reforms and provincial governance. Furthermore, CATALYZE integrates digital safety and ethical reporting through engagement with journalists and digital activists to amplify underrepresented narratives. Grounded in a Human Rights-Based Approach (HRBA) and aligned with the EU Gender Action Plan (GAP III), the project delivers sustainable, conflict-sensitive solutions to foster social cohesion, transparency, and the protection of fundamental rights across Sri Lanka.	
Summary of Job Position <i>(To describe in general the purpose, duties and responsibilities of the position)</i> The Project Coordinator (PC) is responsible for the field-level implementation, coordination, and monitoring of the CATALYZE project to ensure the achievement of expected outputs and outcomes. The PC plays a vital role in strengthening the technical and advocacy capacities of CSOs to expand and protect civic space in Sri Lanka. Under the supervision of the Senior Project Coordinator and Project Manager, the PC ensures smooth district-level operations and high-quality stakeholder engagement. Project Coordinator is a vital position in Chrysalis, as it will be a primary contact point for the overall field level implementation. This fits into the organization structure as follows. The position of PC is essential for the project, the structure was designed in the project proposal and approved.	

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

1. Strategic Planning & Project Implementation

- Understand the CATALYZE project scope and communicate objectives regarding civic space and human rights to district-level stakeholders to create a favorable implementation environment.
- Identify and resolve field-level challenges, making necessary recommendations to senior project management to ensure continuous progress.

2. Stakeholder Engagement & Strategic Partnerships

- Maintain regular communication with CSOs, Women Councilors' Caucuses, and youth groups to mobilize and mentor them for project participation. To ensure project activities, such as the co-designed local projects, are implemented effectively according to the detailed plan.
- Identify and cultivate strategic relationships with district/provincial authorities and duty-bearers to secure policy-level buy-in. To ensure project initiatives, like inclusive decision-making platforms, are sustained by local stakeholders after the project phases out.
- Develop and cultivate strategic professional relationships with Government Agents, Ministry officials, and provincial duty-bearers to sustain civic space initiatives.

3. Intervention Support & Event Coordination

- Provide secretarial support for high-level Provincial Town Halls, Shadow Town Halls, and advocacy workshops (including minutes and report generation). To track progress of policy dialogues and ensure meeting action points are followed up with government duty-bearers and partners.
- Provide logistical and secretarial support for Town Hall sessions, advocacy workshops, and staff meetings, including drafting high-quality minutes and reports.

4. MEAL, Reporting & Data Management

- Monitor field data collection and provide guidance for output monitoring to ensure timely and accurate information for project reporting.
- Support the MEAL team by coordinating district-level information and assisting in the collection of field data.
- Prepare monthly district-level progress reports and update the M&E system with field notes, case stories, and photographic evidence.
- Assist senior project staff in preparing comprehensive regular and final donor reports by providing verified district-level data.

5. Content, Documentation & Impact Storytelling

- Produce accurate reports, advocacy slogans, and training manuals focused on human rights, land rights, and environmental justice. To maintain high-quality documentation that supports civic space expansion and ensures transparency for EU donor compliance.
- Develop case studies and success stories highlighting policy changes and conduct impact surveys/Focus Group Discussions (FGDs). To assist the project team in capturing qualitative changes in civic space and measuring the empowerment of marginalized groups.
- Document institutional support and develop compelling success stories that highlight the project's impact on rights-based advocacy.

Selection Criteria <i>(Minimum Qualifications and Experience Required)</i>	
Education and Experience	• Tertiary level education (Degree or Diploma) from a recognized institution in Social Sciences, Law, Development Studies, or a related field. • Specialized certification or coursework in Human Rights, Public Accountability, Governance, or Women's Empowerment. • Minimum 4–6 years of work experience in the development or humanitarian sector. • Proven track record in field-level project implementation and community mobilization. • Extensive experience working with women, youths, women political leaders, Civil Society Organizations (CSOs), Women Councilors' Caucuses and platforms. • Prior experience in rights-based advocacy, or governance projects, women empowerment, human, fundamental rights, governance and gender equality • Familiarity with EU-funded projects, gender equality frameworks, and the Women, Peace, and Security (WPS) agenda.
Required Skills, Knowledge, Behaviors, competencies	• The successful candidate is expected to be an agent of change, maintaining high cultural and contextual sensitivity while understanding how their professional conduct impacts community groups and duty-bearers. • Maintain a readiness to take on additional responsibilities as assigned by project management and travel extensively across project districts to ensure field-level implementation. • Demonstrate proven initiative, flexibility, and the ability to prioritize tasks effectively within a demanding environment to meet tight donor and project deadlines. • Work effectively under minimum supervision while maintaining high standards of accountability and transparency in a complex field environment. • Utilize excellent IT skills and proficiency in MS Office packages and digital reporting tools for accurate project documentation and data management. • Apply experience in people management and a strong track record of coordinating projects funded by multiple donors, specifically ensuring compliance with European Union (EU) requirements. • Leverage professional experience working with government authorities, provincial duty-bearers, and local partners to bridge the gap between civil society and state institutions. • Maintain a foundational understanding of Human Rights-Based Approaches (HRBA), gender equality, the Women, Peace, and Security (WPS) agenda, and public accountability mechanisms.

Functional Competencies:	• Demonstrate excellent leadership, negotiation, and relationship-building skills to effectively bridge gaps between CSOs and government duty-bearers. • Apply advanced problem-analyzing and solving skills to navigate the complex social and political challenges of rights-based advocacy and civic space protection. • Promote effective teamwork within the project unit while providing clear guidance, mobilization, and mentoring community-level organizations. • Ability to prepare budget for the activities. • Hands on experience on proper financial documentation and follow-ups as per the financial policy and procedures. • Adequate skill and knowledge of data collection, analysis and interpretation. • Keeping systematic data in archive.
Working Conditions:	• Internal: Director Program, Project and Area Manager , Senior Project Coordinator, Gender and M&E Advisor, Project staff & All Project teams in Chrysalis. • External: Project Stakeholders, Partner organizations, District, Divisional, Local authorities, and officials. • The Project Coordinator will be based in the assigned project district and is expected to spend 70% or more of his or her time in the field.