

JOB DESCRIPTION

Position Title: Project Assistant (PA) 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 <i>(If Applicable):</i> 1 year (with possible extension) Location : Based in Batticaloa with frequent travel to project locations / across the districts (Trincomalee / Batticaloa / Ampara) 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, Batticaloa, 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 Assistant will support the Senior Project Coordinators and Project Coordinators in the day-to-day field-level implementation and coordination of the CATALYZE project. This role is pivotal in strengthening Civil Society Organizations (CSOs) and community led movements, ensuring effective mobilization of marginalized groups including women, youth, and ethnic minorities to engage with local and provincial governance structures.	

The Project Assistant will facilitate direct engagement with rights-based groups, Women Councilors' Caucuses, and CSO Federations to promote inclusive policy change and the protection of human rights. A core responsibility includes documentation and knowledge management, specifically capturing field-level data on rights violations, land issues, and governance gaps to support evidence-based advocacy and "Town Hall" dialogues.

This position requires strong logistical and administrative skills to organize workshops, shadow town halls, and advocacy campaigns while ensuring all activities adhere to strict safeguarding and digital security protocols. Working closely with local stakeholders and duty-bearers under the guidance of senior staff, the Project Assistant will contribute directly to expanding civic space and ensuring that the voices of the most vulnerable influence national and provincial policy agendas

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

Field-Level Advocacy & Implementation

- Support the Project Coordinators in the fair and inclusive identification of 40+ district-level CSOs and rights-based movements focusing on land, livelihood, and environmental justice.
- Lead community engagement efforts to ensure that marginalized groups (women-headed households, youth, and persons with disabilities) are actively represented in Town Hall sessions and decision-making platforms.
- Conduct regular field visits to local CSOs and Women Councilors' Caucuses to provide hands-on support in implementing their localized advocacy projects.
- Help organize and facilitate training sessions on digital safety, human rights monitoring, and gender-responsive governance for project participants.

Documentation & Knowledge Management

- Assist in collecting and organizing field data such as reports on land dispossession or governance gaps to be used as evidence in Shadow Town Halls and policy briefs.
- Help collect qualitative data for monitoring, evaluation, and learning, ensuring that the "voices from the ground" are accurately captured for donor reporting.
- Support the creation of impact stories and case studies that highlight how CSO actions have led to policy shifts or improved protection of rights at the local level.
- Maintain and update project files, ensuring all photos and field notes are handled according to strict data privacy and safeguarding protocols for human rights defenders.

Coordination & Administrative Support

- Provide logistical and secretarial support for District and Provincial Town Halls, ensuring venues are accessible, and all materials are prepared for inclusive participation.
- Prepare detailed meeting minutes and event reports that accurately capture policy recommendations and community grievances to ensure a transparent record for duty-bearers.
- Assist the Project Coordinator in maintaining professional communication with Divisional Secretariats, local Human Rights Defenders Forums, and community-based journalists.
- Help manage and organize the distribution of advocacy materials and project-related records, keeping all documentation accurate, up-to-date, and audit-ready.
- Assist in compiling bills, attendance sheets, payment documents, and supporting financial records related to project activities.

Selection Criteria *(Minimum Qualifications and Experience Required)*

Education and Experience	• .A Diploma or Higher National Diploma from a recognized institution. A relevant bachelor's degree Political Science, Sociology, social work Human Rights, or Development Studies, or any other discipline from a recognized university is preferable • Minimum 1 year of work experience in the development or humanitarian sector. Experience in field work and community mobilization, community mobilization and working with CSOs, youth, and vulnerable groups in the Northern or Eastern Provinces
Required Skills, Knowledge, Behaviors, competencies	• Basic analytical, report-writing, and presentation skills, • Basic knowledge of Human Rights-Based Approaches (HRBA), gender equality, and the Women Peace, and Security (WPS) agenda, and GBV. • Fluency in in at least one of the local languages (written and verbal) is required and English knowledge is preferable. • Basic negotiation, relationship-building, stakeholder engagement, and communication skills. • Strong skills. • High level of computer literacy skills. • A strong commitment to Chrysalis core values.
Functional Competencies:	• Deep understanding of the socioeconomic, cultural, and human rights challenges within the targeted district, particularly in post-conflict environments. • Expertise in fostering gender equality and strengthening the leadership of women, youth, and CSOs in governance and policy reform. • Strong problem-solving and organizational skills to manage complex activities across varying political and social contexts. • Proven ability to build strategic partnerships with grassroots, CSOs, rights-based federations, and local government duty-bearers.
Working Conditions:	• Internal: Project and Area Manager, Senior Project Coordinator, 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 Assistant will be based in the assigned project district and is expected to spend 80% or more of his or her time in the field.