



VACANCY NOTICE

OVERSEAS is an Italian based INGO, seeks qualified candidates for the following positions for recently started project implemented by in partnership with ICEI, Italian based INGO.

01. Information and Research Officer -Monitoring & Evaluation

The Information & Research Officer will be responsible for monitoring & evaluation of the project activities with all technical documentation & research and, mainly assisting Program Team to carry out entire project. Position is based in Pottuvil, Ampara District with frequent travelling to project areas.

Duties & Responsibilities

- Take responsibility in monitoring and evaluation of the project activities.
- Design the M & E matrix, assessment formats, questionnaires/ interview schedules for field surveys and collection of field data & the necessary information from the project locations as needed.
- Maintain a database of all the field data and images and report & present those if needed.
- Prepare farmer friendly publications & training materials (technical manuals, books, leaflets and brochures etc).
- Take responsibility in selection of the beneficiaries, organizing meetings, training sessions and workshops at field level.
- Generating ideas to develop research & project proposals.
- Provide technical advice/training to field staff/beneficiaries as required.

Qualifications & Requirements:

- Bachelor degree in Social Science /Agriculture/ Development Studies or related field.
- More than 2 years of monitoring and evaluation experience in INGO/NGO.
- Knowledge in agriculture is desirable.
- Excellent verbal and written skills in English & Sinhala/ Tamil.
- Computer literate (Ms Office).
- Willing to travel frequently within the project areas.
- Excellent interpersonal skills and a team player.

Please e-mail your CV with contact details of Non Related Referees and covering letter, indicating the position applied as the subject, on or before 28 th of July 2010 to:

The Senior Administrator
mohamednizar@overseas-onlus.org

Candidates who have applied for the same position according to previous vacancy notice are not entitled to apply again.

Please avoid sending the certificates and testimonials when you apply.

Only short listed candidates will be called for the interview.

Women are encouraged to apply.