

**FAIRMED** is an international development organisation based in Switzerland and was founded 1959. From a single-focused support to leprosy, FAIRMED has over the past 15 years shifted its overall goal and focus towards a comprehensive “Health for the poorest” including Neglected Tropical Diseases (NTD’s) and targets most marginalized, discriminated and/or vulnerable populations. FAIRMED runs branch offices and country programmes in India, Sri Lanka, Nepal, Cameroon, and Central African Republic, which are staffed exclusively by local professionals.

**FAIRMED Foundation Sri Lanka** is a local non-governmental organization working under the core thematic areas of NTDs and ‘Leave No One Behind’ (LNOB). The Office is situated in Colombo and has a long-detailed history of working with the Ministry of Health since 1981.

### **Job vacancy for: Programme Manager**

The **Programme Manager** will be responsible for all FAIRMED Foundation Sri Lanka’s operational and administrative management, reporting to the country director. A key part of the role includes successful and transparent execution of all projects, as demanded by the Government of Sri Lanka and internal FAIRMED policies. She / he is expected to ensure compliance to relevant policy expectations of FAIRMED in project areas from all partners. She / he is expected to be a thought partner to the country director in proactively shaping up relevant actions and ensure consistent best in class practices. She / he is expected to establish and enhance in-house capabilities for grant management and partnerships for future programmatic expansions. She / he will have direct people management responsibilities and will be expected to make periodic field visits. This role will be directly reporting to the Director of FAIRMED Foundation Sri Lanka and based in Colombo, Sri Lanka. FAIRMED Foundation Sri Lanka is an equal opportunity and inclusive employer and encourages people from all walks of life and backgrounds, especially women candidates, to consider and apply for this position.

### **Core Responsibilities:**

#### Leadership

1. Provide leadership in strengthening the system of programme planning, implementation, monitoring, and evaluation.
2. Support the Country Director to prepare timely updates to headquarters in Switzerland on programmatic activities that include financial, narrative report and the Annual report.
3. Comply with FAIRMED’s and Government financial systems and procedures.
4. Provide line management to the project leads in the relevant projects

#### Programme Development

1. Support FAIRMED’s work in Sri Lanka as an organisation working for Neglected Tropical Diseases, disability, and marginalised groups.
2. Provide technical assistance to the FAIRMED projects.
3. Coordinate and provide periodic programmatic updates including challenges and suggested solutions to ensure the projects are well managed and implemented.

4. Provide critical support to the planning of new initiatives.
5. Identify possible new local partnerships that will support FAIRMED's work.
6. Undertake project visits on a regular basis.
7. Monitor and facilitate the evaluation of projects for their outcomes.
8. Coordinate the process, in alignment with the country director, writing proposals for fund raising purposes.

#### Human Resource Development

1. Identify and facilitate training needs of the FAIRMED staff
2. Work as a member of the team while supporting the work of the Office staff and building their capacity where needed.

#### Networking and Relationship Management

1. Represent FAIRMED in bilateral relationships with Sri Lankan Government, International NGOs, and local partners.
2. Liaise with Government agencies and non-government agencies (local and international) that are suitable network partners for FAIRMED's programme work.
3. Identify suitable networking platforms and working groups that will support and profile FAIRMED's work.
4. To attend international and national networking platforms that are necessary for the further development of FAIRMED's work in Sri Lanka.

#### **Required Qualifications and Experiences**

- Strong Public Health working experience for atleast 5 years or more
- Previous people management experience
- Previous experience working in the development sector will be considered favorably
- Fluent in English and atleast one local language (verbal and written).
- Excellent analytical skills and report writing