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இலங்கை பத்திரிகை ஸ்தாபனம்
Sri Lanka Press Institute

VACANCY

PROJECT COORDINATOR

Job Details

Job Location - Colombo, Sri Lanka Press Institute
Contract Type - 1 year with possible extension
Job category - Contractual

Job Description

- Ensure that project Outcome and Outputs are achieved both qualitatively and quantitatively.
- All standards and controls required by the organization and donors be incorporated into the project implementation.
- To ensure Project milestones and key activities are implemented as per the time schedule.
- Ensuring projects is implemented according to the frameworks and all documentation is maintained appropriately.
- Prepare relevant reports to the donors and management.
- Assess project risks/issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.

Position Requirements-

- A university degree in Law, Media, Social Development, Management or equivalent
- A minimum of 2 years experience in project management/ coordination
- Ability to work under tight deadlines
- Good communication skills in English
- Self-driven and innovative
- Attitude to learn and work in a team environment
- The position requires a minimum of 25% of travel

Language Skills

- Excellent written and communication skills in English
- Ability to work in Sinhala or Tamil would be an added advantage

Please send in your resume to info@slpi.lk

Or

Manager HR and Administration
Sri Lanka Press Institute
96, Kirula Road, Colombo 05

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