



Terms of Reference

Executive Director Lanka Jathika Sarvodaya Shramadana Sangamaya (Inc.)

Lanka Jathika Sarvodaya Shramadana Sangamaya (Inc.), seeks a vibrant individual to join as its Executive Director to lead its overall operations. Established in 1958 and headquartered in Moratuwa the organisation's presence reaches out to all Administrative Districts in the island, making Sarvodaya a leading national grassroots development organisation focusing on holistic development of entire communities. For over six decades, Sarvodaya has served Sri Lankan communities transcending caste, creed, ethnicity, language, social status etc, from the rural corners to the most urban populations via diverse projects and development initiatives. Sarvodaya envisions '*to build a just, sustainable, compassionate social order that fulfils the basic human needs of communities through individual and collective awakening*'.

Essential Duties and Responsibilities:

01. The Executive Director reports to the Official Committee and the Executive Council through the Hony. President of the Sarvodaya Shramadana Movement.
02. Undertakes the full responsibility in the execution and implementation of policies of the LJSSS approved by the Executive Council under the legal provisions of Parliamentary Act No. 16 of 1972, Incorporation of the Lanka Jathika Sarvodaya Shramadana Sangamaya.
03. Planning, supervising, and leading the implementation of programmes and social interventions undertaken by the Sarvodaya Movement with the support of the executive staff and managers at the headquarters and district level.
04. Providing strategic leadership to the organisation from the very grassroots level to the national level in alignment with the Organisational Strategy and its Vision '*To build a just, sustainable, compassionate social order that fulfil the basic needs of communities through individual and collective awakening*' and to proactively identify opportunities and propose interventions for organisational challenges.

05. High level supervision and effective management of all administrative, management and financial activities including asset management, formulation of budgets in accordance with good governance principles, procedures, and practices.
06. Manage and adhere to policy and legal compliance for operational endeavors.
07. People Management is key with effective and efficient management of human resources at all levels of the organization in compliance with legal and statutory requirements and organizational policies, procedures, and practices to ensure optimal work environment and quality performance outcomes.
08. Active engagement in developing proposals, and fundraising at both local and international level along with cordial local and international donor partnership management and engagement.
09. Excellent multidisciplinary project management skills to work hand in hand with the Project Management Unit to direct and manage the project portfolio.
10. Directing, managing, and networking internal stakeholders, at the community, sub-national, and national levels while providing strategic leadership to the Management Committee to steer the organisation's operational agenda.
11. Effectively managing and networking with external partners of the Sarvodaya Movement: Government, Donors, Diplomatic Missions, NGOs/CSOs, Private Sector, Academia, Development Partners, and International Community.
12. Representing the Sarvodaya Movement at substantial public events both local and international relevant to the organisational mandate and programmes as guided by the organisation's vision/purpose.

Key Attributes:

01. Intellectual maturity to comprehend the socio-economic and political nuances both in the local and global scenario and forge innovative, appropriate, and timely strategies for the organization to address identified challenges.
02. A passionate commitment and desire to lead a humanitarian organization like Sarvodaya and contribute to its multi-dimensional and non-partisan approach to revitalizing the country from the current socio-political predicaments.
03. A professional who possesses compassionate personality traits that make him/her equipped to work and interact with high level professionals to humble villagers and Sarvodaya staff across all levels.

Core Competencies:

01. Person with a vision who firmly believes in the Sarvodaya Movement's Vision, and Philosophy exemplified by experience. A proven commitment to the values of pluralism, multiculturalism, human rights, democracy along with the core values of the Sarvodaya Movement.
02. A proven track record of achievements engaging with Governing Boards acquiring high level leadership experience.
03. Creativity and social intelligence along with the ability to spearhead digital transformation throughout the organisation.
04. The ability to embrace and work in a highly diverse organisational setting in excellent team spirit respecting diversity, dignity, and sensitivities.
05. Educational qualifications –minimum Masters (MSc, MA) (preferably in Social Sciences or Humanities) with at least 10 years senior management experience in the development sector, including international experience/exposure is a requisite.
06. Excellent written and oral communication skills (Sinhala and English is a must with Tamil as an added qualification), with familiarity on new media/social media and the ability to work in Microsoft run packages.
07. Demonstrated experience in preparing and submitting project proposals and supervision of development projects and concrete experience in raising funds both locally and internationally for development programmes.
08. Networking abilities – the ability to reach out to various constituencies from the village level Sarvodaya Shramadana Societies, District Offices to the National and International levels.
09. Previous experience in development organisations, national level NGOs is a plus.

**Hony. President,
Sarvodaya Shramadana Movement,
Sarvodaya Headquarters,
"Damsak Mandira"
98, Rawatawatte Road,
Moratuwa.**

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