

Program and Outreach Specialist (RE-ADVERTISED WITH CHANGES MADE TO REQUIRED QUALIFICATIONS & SKILLS)

The United States Agency for International Development (**USAID**) in Colombo is seeking an individual for the position of Program and Outreach Specialist in the Program and Policy Support Office. As a key resource person for USAID/Sri Lanka for Mission reporting and information related activities, the incumbent will be integral in coordinating all Mission-related planning and performance reports, media strategy, site visits, briefing books, and other outreach programs. The prospective candidate must have the following qualifications and skills:

- BA in journalism, communications, international relations or development, public administration or a related field is required.
- 6 years of progressively more responsible program development/management experience in functional areas such as media/public relations, report writing, and other related areas.
- MUST have advanced international Standard English writing and usage skills.
- Fluency in Sinhala and/or Tamil required but fluency in both preferred.
- Must demonstrate strong ability to write reports and outreach materials, and coordinate outreach events.
- Demonstrated understanding of political, social, and economic history of Sri Lanka.
- Must be highly motivated, dedicated and able to prioritize and complete tasks quickly and efficiently in challenging and stressful environments.

Salary will be offered based on the qualifications and experience of the applicant.

Applicants should send their resume along with a cover letter and names of three references to the **HUMAN RESOURCE OFFICER via e-mail to hrcolombo@usaid.gov**

Applications that do not meet the above minimum qualifications WILL NOT be considered by the selection committee. Only those applicants considered by USAID/Sri Lanka to be in the most competitive range in terms of experience and qualifications will be notified for further review in the selection process

Applications are due by close of business August 13, 2010.

Applications received after the closing date will not be considered.