

# FEDERATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY

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## PROPOSAL DEVELOPMENT / SOLICITATION / EXECUTION

We are looking for a versatile, reliable and conscientious individual skilled to assist in managing grants and contracts, assist with developing proposals and manage its successful execution. The person shall need to have office administration requirements, such as maintaining office records, accounting systems, project management, writing reports and multiple other tasks that would support organizations which aims to harness science and research to benefit the vulnerable and the environment. A person who possesses suitable education qualifications and experience is preferred. Interns need not possess all these skills but we willing to work towards its acquisition.

### Tasks and Responsibilities:

- Monitor relevant grant and consultancy opportunities
- Develop proposals while working with content specialists
- Manage the follow-up with sponsors
- Set up and maintain online/offline filing systems, and work procedures
- Ability to work confidentially

### Essential skills:

- Excellent command of written English
- Skills for administration
- Ability to develop budgets
- Ability to work independently and conscientiously
- Be well organized
- Ability to work in a diverse team
- Information Technology - spreadsheets, word processing, and database management
- Office management including filing, maintaining registers and records
- Organizational and time management skills

### Added advantages:

- Place of Residence close to our offices but we can make exceptions
- Familiarity with logical frames, theory of change and project monitoring
- Competence in Sinhala and/or Tamil and other languages
- Rapid Typing

The best fit is a person with good interpersonal skills who is adaptable and flexible and can handle tasks in multiple areas. The motivated individual who is able to fulfill these tasks has the opportunity to undertake. The assignment is to be commenced immediately.

To apply, send (1) a resume (2) names of two professional referees who are familiar with your work, and (3) a statement as to why you are interested in this position by the deadline to:- [fectcv@gmail.com](mailto:fectcv@gmail.com) and [hr@tropicalclimate.org](mailto:hr@tropicalclimate.org)