



Terms of Reference

Title: Projects and Research Officer

Duty Station: Environmental Foundation (Guarantee) Limited, No.3A, 1st Lane, Kirillapone, Colombo 05.

Duration: From 01st January, 2019 to 31st March 2020

Reporting lines: **Head of Science**
 Head of Operations

Specific tasks

1. Coordinating all energy related work conducted by EFL and being the contact point from the science division for same. The scope of work include compiling supporting documents for court cases, liaising and coordinating among experts to formulate technical reports, liaising with EFL's external energy expert team, government bodies and other stakeholders, coordinating related press conferences, meetings etc., making site visits as and when necessary, organizing press conferences and being responsible for any other task related to interventions in the energy sector by EFL.
2. Project coordinator for a recycling project to be conducted for local authorities and the communities within four districts of the country. The assignment includes coordinating meetings, preparing reports, liaising with external consultants, managing the stipulated budget, organizing workshops, making field visits and any other task required by the project/funding agency.

General Background of the work

Apart from the specific tasks the successful candidate will be working on three different areas of project implementation, proposal development and contributing to scientific investigations within the science division.

Contribution to project implementation

As and when required.

Contribution to proposal conceptualisation

Moreover, EFL submits project proposals for funding requirements and the staff member is expected to actively contribute towards fund raising initiatives of the organisation.

Scientific investigations

Further, EFL engages in carrying out investigations on complaints received as well national scale environment degrading activities. The staff member is expected to contribute towards some of those investigations and manage the assigned field coordinator effectively.

Purpose and Scope of Assignment

Commitment – full time

- Handling all existing and new energy, solid water, water pollution and water management and engineering related investigations and projects, including maintaining files, drafting letters, maintaining communication between relevant individuals/organizations, scheduling meetings/organizing discussions etc.
- Formulating concepts and writing proposals in relation to energy, solid waste, water and other areas of interest.
- Contributing to scientific reports, site visit reports, EIA comments and other documents produced by EFL, when required.
- Liaising with all relevant governmental departments, agencies and other stakeholders on a regular basis, in relation to the work undertaken.
- Carrying out research and updating the organization on energy and other environmental engineering related matters.
- Accompanying and assisting the investigations and projects teams in relation to site visits when the requirement arises.
- Carrying out research related to assignments taken up by EFL, when required.
- Assisting investigations and projects teams in organizing and conducting press conferences, awareness programs, discussions and other events.
- Preparation of timely progress reports for donors of the projects involved.
- Contributing to awareness programmes and other communication events organized by EFL as and when necessary.