ARUTHA

Terms of Reference

Programme and Research Officer

ORGANISATION: Arutha is a Colombo-based policy think tank focused on economic research and communication with a special focus on public finance. The mission of Arutha is to be the next generation public policy and economics think tank in Sri Lanka that is trusted by policy makers, the media, civil society and the general public for nonpartisan, accurate information and research.

JOB DESCRIPTION: The Programme and Research Officer (PRO) is responsible for providing comprehensive support in various research, programme, and administrative activities to contribute to the successful execution of the organisation's goals and projects. This is a remote-working position to drive and support research and support the organisation's programmatic and advocacy work.

RESPONSIBILITIES:

Programme and Research Support

- Drive and support research activities, including research design, data collection, analysis, and interpretation.
- Contribute substantially to the preparation and editing of research tools, research reports, communication materials, and policy briefs.
- Contribute towards and support the organisation's civic education initiatives including design and preparation of curricula.
- Support advocacy initiatives including coordination, stakeholder management and related communication activities.
- Prepare slide decks and visual aids for briefings and training programmes.

Administrative Support:

- Provide project management support, including handling administrative tasks, scheduling meetings, and maintaining project documentation.
- Supporting management of the organisation's finances, including budgeting and resource allocation.
- Support the preparation of financial and narrative reports to funders in a timely and accurate manner.
- Support fundraising efforts, identifying potential donors, and grant writing.
- Assist in organising events, workshops, and seminars as necessary.

Flexibility and Collaboration:

- Willingly undertake any other tasks or responsibilities related to the project and organisation as directed by superiors, in a spirit of teamwork and adaptability.

QUALIFICATIONS AND EXPERIENCE:

Education
Bachelor's degree or equivalent in social sciences with a demonstrable interest in public finance, public policy and economics. A Master's degree would be an advantage.

Experience

2-3 year work experience in policy or research work

Skills

- Strong English and Sinhala communications skills
- Good knowledge of Microsoft Excel and other MS Office packages
- Knowledge of R or Stata would be an advantage

REPORTING: The PRO will report to the Executive Director

DURATION: 1 year

Please email cover letter and CV (maximum 2 pages) to
communications@arutharesearch.org

Arutha is an equal opportunities employer. We do not discriminate in employment based on ethnicity, religion, gender, sexual orientation, gender identity, language, national origin, political affiliation, disability, age, marital status, medical history, or parental status. We base all our employment decisions on merit, job requirements and organisational needs.