Post: Project Support Officer – On Contract basis of one year, renewable.

Salary: Rs 14600 per month.

Reporting to: Project Manager

Profile of the Ideal Candidate:

(a) Cambridge School Certificate with credit in at least five subjects;

(b) Cambridge Higher School Certificate or General Certificate of Education with at least two passes at A level;

(c) Preference will be given to candidates who in addition to the above qualifications hold a Diploma in Management or Administration from a recognised institution;

(d) Possess a valid driving licence;

(e) Must be able to work with other staff, volunteers, and the public in a positive, practical manner and be able to work with minimum supervision;

(f) Must possess good verbal and written communication skills;

(g) Must be computer literate;

(h) Must have a genuine interest in and concern for the overall well-being of animals and demonstrate empathy and compassion to animals;

(i) Ability to prepare comprehensive reports as required;

(j) Ability to remain calm and effective in stressful situations.

Duties and Responsibilities:

- To undertake the registration procedures;
- To maintain accurate database of registered dogs;
- To assist in the organisation of activities in respect to the catching and impounding of stray dogs and cats;
- To prepare and submit comprehensive reports in regard to the ongoing projects as and when required;
➢ To assist in the organisation of awareness programmes related to the welfare of animals to different institutions, organisation and the public;

➢ To assist in the sterilisation campaign process, registration, surveys and other duties related to the project department;

➢ To maintain database of the MSAW;

➢ To collect fees, issue receipts and maintain related records;

➢ To perform and delegate tasks;

➢ To coordinate with team members for implementation of tasks/duties;

➢ To carry out outdoor duties such as canvassing, and others related to the project;

➢ Will be required to work on a roster basis, Saturday, Sunday and public holiday;

➢ To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from a Project support officer in the roles ascribed to him/her.