

UMCOR

United Methodist Committee On Relief

Information Officer (01) - Colombo

The IO will provide support to Programs Unit mainly in the following areas:

- **Proposal/Report Writing**
- **Coordination**
- **Monitoring and Evaluation**
- **Information Management Grant/ Report Tracking**

The ideal candidate should have a diploma in business management or relevant discipline with 02 years working experience, sound understanding to work in the humanitarian context, Computer skills, good interpersonal skills as well as an excellent grasp of written and spoken English and fluency in Tamil language will be an advantage, Sinhala is desirable. Women are encouraged to apply.

Please submit your applications with 03 work related referees on or before **7th September 2010**.

E-mail : jobs@umcorsrilanka.org
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