Terms of Reference

Organisation: iProbono
Position: Office Coordinator
Engagement Type: Consultancy
Location: Colombo, Sri Lanka
Term: Full-Time Availability
Fee: Commensurate to experience

About iProbono

iProbono is a global group of organisations with a mission to enable people to access their rights in pursuit of a just society. We are driven by the belief that justice must be inclusive.

In the UK, iProbono is registered in England and Wales with Companies House (no.7026261) and the Charity Commission (no.1148556). Through a lean but highly skilled team and an engaged global network of pro bono lawyers, iProbono:

- Advances justice for people in need;
- Strengthens the capacity and impact of civil society; and
- Advocates for policies that promote equity and end discrimination.

What Are We Looking For?

iProbono is looking for an organised and proactive Office Coordinator to oversee the smooth running of its Colombo office. Working closely with our Finance & Grants Officer, who will be your main point of contact, as well as the wider programs, finance and operations teams, you will manage day-to-day office administration, support finance processes (as required), and coordinate the logistics for meetings, workshops and events. You will also be a key point of contact for staff, visitors and external partners.

This is an excellent opportunity for an early-career professional to build hands-on experience across office operations, events and stakeholder engagement, working alongside a passionate team of legal and development professionals. You will play a visible role in keeping our Colombo office running smoothly, while contributing to our mission of widening access to justice.

Key Responsibilities

Office administration

- Oversee the day-to-day running of the office, ensuring it is well maintained, safe and fit for purpose
- Manage office supplies and equipment, monitoring stock levels and placing orders as required
- Liaise with the landlord, vendors and service providers on maintenance, repairs and utilities
- Act as the first point of contact for IT and equipment issues, including printers, internet and telephones, and liaise with the IT provider to resolve faults
- Manage office access and security, including keys, access cards and alarm codes
- Act as the first point of contact for visitors, telephone calls and general enquiries, directing them appropriately
- Handle incoming and outgoing post and courier deliveries

- Schedule meetings, manage meeting room bookings and support colleagues with calendar coordination
- Coordinate travel, accommodation and logistics for staff and visiting colleagues
- Ensure office procedures, including health and safety requirements, are followed

Events and program support

- Plan and coordinate logistics for workshops, trainings and networking events, including sourcing venues, arranging catering and preparing materials
- Maintain attendance records and provide on-the-day support to ensure events run smoothly

Qualifications and Experience

Essential

- A bachelor's degree in business administration, management or a related field, or equivalent experience
- **1–2 years** of experience in an administrative, office support or coordination role (internships count)
- Excellent written and spoken English with working knowledge of Sinhala and/or Tamil
- Strong organisational skills and attention to detail, with the ability to juggle several tasks and meet deadlines
- Confident with Microsoft Office and Google Workspace (Word, Excel, Outlook or equivalents)
- A proactive, dependable approach and the discretion to handle confidential information

Desirable

- Experience in a non-profit, legal or development sector organisation
- Experience organising events or supporting program delivery
- An interest in access to justice, human rights or social impact

Application

To apply, please **email global.recruitment@i-probono.com with your CV and a short cover letter** setting out why you are suitable for this role by **20 November 2026.**

Safeguarding and Inclusion Statement

iProbono maintains a zero-tolerance policy towards sexual and gender-based violence, exploitation, and abuse in any form. Our recruitment and selection procedures are designed to ensure that all individuals engaged in our program act with respect, integrity, and accountability towards the communities we serve.