

Siyon De Alwis

Email: vask@live.com

630/6 Narangaodapaluwa
Tewatte - Ragama



Mobile : 075 -6916755

Links

Google

Siyon De Alwis

Google Search

I'm Feeling Lucky

Professional Summary

Reliable HRD Executive with MBA Capacity who provides comprehensive Staff motivation, Development and oversee staff members to ensure the quality of such care and development. Adept at implementing and managing staff development programs. Staff Appraisal, Especially focused on resolving staff issues and maintaining effective communications with Senior Management and partners.

Professional History

Freelance Community development consultant, Trainer, interpreter and compeer (2011-2017)

- Training module development , project formulation , development of strategies, concepts and resource materials , on Good Governance and Accountability
- Conducting peace building , NVC , NVCR trainings
- Working as facilitator Media and Communication
- Teaching Languages and working as workshop and simultaneous interpreter in BMICH conferences (for Example Member of Media Team Pope Visit of Sri Lanka

Freelance Youth Empowerment Consultant for YMCA, Caritas, Congregation of Major Religions, DS Office Matara, Kotapola, Kilinochchi, Kekirawa, Peace council, SHANDHI, CCT, VAROD, SETIK, SED Galle and Holy Trinity Foundation etc. and Schools

2011- 2017

- Oversaw programming for more than 1172 DS office Staff on Good Governance accountability, Gender, 5S, PMC, Languages
- Oversaw programming for more than 7450 children per year enrolled in student leadership and after school programs and vacation and youth empowerment camps.
- Successfully formulated few grants to support program and managed budgets totaling over Rs. 21 Million in annual revenue.
- Supervised 14 projects staff Members Island wide and planned and facilitated regular meetings and capacity building trainings with M&E component.
- Collaborated and cultivated relationships with co-workers, youth, families, schools, and community partners to strengthen Programs Island wide and meet the youth development strategic goals.
- Completed paperwork and reporting as required for grants and donor partners.
- Formulation of 134 CBOs, and facilitated 341 SHGs island wide
- Local fundraising campaigns and community empowerment strategies introduced
- CSR strategies introduced – (leading banks Dutch bank and companies like Access engineering and community links established
- Worked for 37 organizations and 17 Divisional secretaries offices

Country programme Head / Head of Department – Staff Capacity building & Training support

CARITAS SRI LANKA

2004 -2011 January

Responsibilities as a program manager include programme planning, Resource and module development, coordination and maintenance of the new training initiative with need assessments. Analyze and gather the required resources. Responsible for the development of the master and flow charts for the critical areas and problems. Introducing a set of guidelines for the out sourced programme, introducing performance appraisals National and District offices, Training support in management task was given. Help in the facilitation and mentoring the training and interpretation as when request rose from the organizations and Departments.

Country Programme Coordinator – Community empowerment
Caritas Sri Lanka

1999-2004

Responsible for providing the assistance as National centre coordinator to each sub office in selecting areas according to their requirements and which suits them best in achieving their target in community empowerment. Analyze and evaluate programme requirements and suggest best approach solutions and network. Handle the programme reporting and monitored the progress.

Manager Plantation EDEN Garden Plantation / APL, KPL Tea
Plantation Company LTD 1992-1999

Responsibilities include human resource management of the service staff of 112 personnel and 1671 labor force. Control the quality of the products to provide the best tea production services to the world. Deals with the some thousands of land problems and issues of the auction and store and resolve them very effectively.

YCS, NGO, CBO, and Social welfare and Christian, Education ministries
Freelance Training & Capacity building Consultant

2000-todate

Responsible for providing the training / facilitation consultation to organization based on their requests. Handle the problems regarding their operational skills, human resource development or programme formulation. Deals with 70-90 organization based on request.

1974	April.	Born
1995	Mar.	Completed highest study from Plantation Management and HR
1996	January.	Dip from School of Agricultural Science and Labor Management APL/KPL Management Institute
1996	Mar.	Joint as a Tea Plantation Manager (Planter)

1998		HRD – APL / KPL Management institute
1999	Nov.	Left the company and became a Programme coordinator – ICRC
2000	April.	Regional Coordinator for National Animation Programme
2001	March	Consultant YCS and Other Congregations
2001	Dec	Consultant and Pre school teacher trainer
2001	Dec	Freelance Programme evaluator and consultant
2002	Feb.	Became National Programme officer & Interpreter Caritas Sri Lanka
2003	January	Programme officer and Trainer Peace and Reconciliation CSL
2003	March	Trainer South Asian youth development Association
2003	June	Dip. In Performance management – APL KPL
2003	May	Programme officer National Peace programme Caritas Sri Lanka
2004	Dec	Member of the Committee on Tsunami rehabilitation operation ,
2005	Mar.	Head of Department - Capacity building and Training support
2006	Dec	MBA in Management Collage Singapore
2008	January	Head of National programme and Community empowerment
	April	Assistant Manager Capacity building / Training Support

EXPERIENCE IN HUMANITARIAN WORK

Aid-Worker / Volunteering (in North East)

1.	2004 May..Dec	worked in a resettlement village built to host 177families victims of the 1996/1997 war victims in Eastern province of Sri Lanka:
2.		Worked as Animator of 30 community development Centers in Uva province.
3.	2005	Coordinated the start-up of 198 Pre schools in Tea Plantations and Interior villages.
4.	"	Worked as trainer Primary teaching basics and prepared new teachers in the grassroots.
5.	2005-Aug	Volunteered in Southern victim violence rehabilitation programme.

Volunteering in Social Animation

6.	2004	Worked as a volunteer in a "USCOD" Center (teaching children and youth). A project of personal development
7.	2004	Three Months volunteering at "Bogamuyaya" Rehabilitation

		Centre , taking care of young Prisoners
8.	2004-Nov	ICRC volunteer – Convoy officer
9.	2005	Consultant of Community of YCS volunteers - "The youth of Peace", at National level.
		Street children and youth rehabilitation –with religious congregations especially with sisters of providence

TRAINING IN SOCIOLOGY AND HUMANITARIAN ACTION

	1999-Sep	"Management of Humanitarian Missions" course, by Caritas Asia
	2000 Jan	"First Aid Course" by - International Medical Assistance.
	2000 Mar	Course on Water and Sanitation Engineering by TG Lanka
	2000 July	Translation , interpretation – University of Peradeniya
	2000 July	Completed course on compeer – Sri Lanka Broadcasting Corporation
	2000-Dec	Seminar on Humanitarian Relief Work on " Sphere standard”
	2001	Diploma in Sociology – Asi Institute Manila Philiphene
	2002 Jan	Special tailor made coerce Project cycle Management – MDF South Asia
	2002 Jan	HRD and Performance management – APL KPL Management institute
	2002 Mar	TOT on Peace Building & NVCR , NCV – Bergof Foundation
	2002 June	Peace building & Participatory approach – Mindanao Peace building institute – Davao
	2002 Dec	Peace Building manual and Resource development training TOT – Bangkok
	2003 Jan	Participatory project management – Caritas Asia – Bangkok
	2003 Mar	Advocacy on Peace building – Caritas France
	2004 Feb	Humanitarian work – Caritas India
	2004 Mar	Training on Documentation and Reporting – MDF south Asia
	2005 Jan	Peace and Reconciliation – Cambodia
	2005 Dec	Event management – Management Institute - Nawala
	2006 Mar	Training on MSC – MDF south Asia

	2006 Dec	Participatory Evaluation & Reporting – CRS
		Good Governance and Accountability
	2007 Jan	Project formulating & Documentation – from CRS
	2007 Mar	Communication & Coordination – From CRS -
	2007 July	Disaster Management - Disaster management Centre & Caritas Asia
	2010 June	Programme management IHDP & Community empowerment MMSSS Madurai - India

MANAGEMENT EXPERIENCE

	1995-97	Nursery management
	97 2000	HRD Manager/ Factory Manager Tea Plantation
	2000	Programme manager country programme Caritas Sri Lanka
	2004	Manager staff Capacity building & Programme Caritas Sri Lanka
	2005	Freelance Event Manager National and international forums and “Tharunnayata Hetak”
	2005	Training Management Consultant Youth Development (National Youth council Tharunyata Hetak)
	2006	Team Leader resource Pool
	2008	Member of Education Ministry Prabathaya Planning Committee North Centrel Province
	2009	Member of National youth event Management committee
	2010	Member of Programme planning committee of Training Providers

PROFESSIONAL TRAINING

	1995	Tailor made CBR Diploma Course – Farther Carlo DoNknowky foundation hospital Italy
	1994	"Marketing & Industrial Maintenance course" (Linseed, 360 hrs)
		Diploma in Youth Empowerment and international Trainer in India
	1994	"Quality control for the Tea industry" (390 hrs)

1995	Nursery Management(06 months Pelgahatenna, Talawakele)
1996	Labor & Tress management – Nawala
1996	Pest management (TRI Pelgahatenna, Talawakele)
1996	"Computer Aided Programme Design" (520 hrs)
1997	Tea Processing Management – (Three Months Neelagiri India)
	Management CCT Tea tasting and Marketing (Kenya)
1999	Advocacy & Local fund racing – Bangkok
	Project Management (PCM) MDF South Asia

Language Skills

Native language	Sinhala	} Write ,read and also computer literature country wide Recognized simultaneous interpreter
English	Fluent	
Tamil	Fluent	

OTHER ACTIVITIES

1991	Formulated Community based development resource materials , Manuals and Guide books
2002	Created the “Volunteer Community based organization network” and forum including VASK
From 2004	Conducting TOT and Staff capacity Programmes on Community Empowerment - - Peace & Reconciliation - Report writing - Programme cycle management - Communication skill - NVC & Other related skills - PRA Tools - Monitoring & Evaluation - Youth development

	- Tress management & Leadership
	- Introducing Performance appraisal system and related orientations
	Working with Social welfare ministry and other ministries
	Recourse development for Peace & reconciliation
	Translation of materials and programme interpretation , compeering
	Designing all the publications of the organization
	Working closely with inter religious movement & Congregations
	Organizing Volunteer based “disability mainstreaming in to society” programme around the country (CBR concepts)
	Working with street children programme with sisters of Providence
	Facilitating the youth development programme in the sector of vocational training (Boy’s town Diyagala and Maharagama youth council)
	Facilitating the Social welfare officers capacity building programme around the country
	Designing computer aided programmes and PowerPoint presentations
	Event management and other event designing

Referees:

Mr. Ranjan Gomez
Managing Director Access engineering
Chairman Holy Trinity Foundation

Mr. Mohamed Fizal Abbdeen
Director Ask International
Mobile: 0777 318637