



# SMALLHOLDER AGRIBUSINESS AND RESILIENCE PROJECT (SARP)



## MINISTRY OF AGRICULTURE

### Vacancies

The Smallholder Agribusiness and Resilience Project (SARP), a project jointly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, aims to build resilience and market participation of 40,000 rural households in the climate change affected districts of Anuradhapura, Vavuniya, Matale, Mannar, Puttalam and Kurunegala. This is pursued through capacity building for climate resilience and inclusive value chains, combined with investments for climate resilience and inclusive value chains including last mile infrastructure. The lead programme agency is the Ministry of Agriculture, which would establish a dedicated Project Management Unit (PMU) at central level and two regional hubs for the implementation of SARP. Total project finance value is USD 82 Mn.

Applications are invited from citizens of Sri Lanka with below mentioned qualifications and experience to fill the following positions for the Project Management Unit and the District Hubs.

#### Development Officer (Administration and Procurement) - 01 Position

##### Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree preferably in Supply Chain Management, Economics, Business Administration, Management, Accounting or any other relevant field which is recognized by the University Grants Commission of Sri Lanka

**Or**

A qualification recognized by the University Grants Commission as an equivalent qualification to the Bachelor's degree in relevant field

**Or**

An associate membership / a similar professional qualification obtained from a recognized professional institution in relevant field

**Or**

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission for a post related to Technical Field.

**And**

At least two (02) years post qualifying experience in the required area of specialization. (Administration and Procurement)

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission for a post related to Technical Field

**And**

At least seven (07) years post qualifying experience in the required area (Administration and Procurement) of specialization.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission for a post related to Technical Field

**And**

At least twelve (12) years post qualifying experience in the required area (Administration and Procurement) of specialization.

##### Other Required Qualifications:

- Master's degree in Public Procurement will be a distinct advantage.
- Knowledge on International Procurement procedures, international standards on Procurement and experience in donor funded projects or other international organizations will be a distinct advantage
- A comprehensive knowledge of Public Procurement Regulations including the PPDA regulations, as well as procurement guidelines for IFAD.
- Experience in preparing tender and contract documents for national and international competitive bidding
- Computer literate and well-versed in the use of MS Word, MS Excel and the Internet
- Strong inter-personal skills
- Strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

**Salary Scale :** Based on the Management Services Circular 01/2019 Section 3.2.3

**General Conditions are applicable to the Above-Mentioned Positions**

**All the Qualifications should be in the relevant field of the post.**

##### Languages:

Excellent written and verbal communication skills in English and Sinhala/Tamil is a must with sound knowledge in Microsoft office packages as most of the work need to be done by him/herself (Except Office Assistant). Working knowledge of another official language is desirable.

##### Age Limit

Any person above 64 years of age shall not be considered for recruitment in projects.

##### Conditions of Employment

Officers belonging to government services will be recruited on secondment basis and persons outside the government services will be recruited on contract basis. All appointments will be initially for a period of one year and extension of services will be based on successful performance.

##### Location

Project Management Unit (PMU) is in Battaramulla.

However, travelling to project locations are involved when necessary.

##### Other terms

The employee will be a member of the Employees' Provident Fund and Employees Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

##### Method of Selection

Only shortlisted applicants based on the highest qualifications and experience, will be called for an interview and selection will be based on the performance at the interview.

##### Applications

All Applicants are requested to forward their applications together with Curriculum Vitae along with two non-related referees and certified copies of the certificates and experiences under registered post to reach the address given below and email a soft copy of the registered post application with all the documents to [agriminpmu.sarp@gmail.com](mailto:agriminpmu.sarp@gmail.com) on or before 16<sup>th</sup> July 2024.

**Applicants currently in government /semi government services should forward their applications through their relevant Heads of Departments.**

Applied post and name of the project should be clearly stated on the top left-hand corner of the envelope and the subject line of the email.

**Any form of canvassing will result in immediate disqualification.**

##### **Project Director**

**Smallholder Agribusiness and Resilience Project**

**Ministry of Agriculture**

**2/2/1, Kandewatta Road,**

**Pelawatta, Battaramulla**