



**SMALLHOLDER AGRIBUSINESS AND RESILIENCE  
PROJECT (SARP)  
MINISTRY OF AGRICULTURE**

**Vacancies**

The Ministry of Agriculture, with US\$ 82.0 Million financial support from the International Fund for Agricultural Development (IFAD) and counterpart financiers; is implementing the Smallholder Agribusiness and Resilience Project to build resilience and market participation of 40,000 rural smallholder households in order to contribute poverty reduction and food security in the Dry Zone region in Sri Lanka. The project implementation period is 6 years and the project implementation areas are in North (Vavuniya, Mannar), North Western (Kurunegala, Puttalam) and Central (Mathale) provinces.

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

**Senior Procurement Specialist (PS03) – 01 Position**

**Summary of Responsibilities**

Procurement Specialist of SARP will take full responsibility for procurement under the program. This will include two primary areas of responsibility: direct responsibility for designing and establishing the procurement function, including the staffing structure, functional allocations, linkages with other departments, training and mentoring, and design of procedures and development of manuals for procurement and carrying out procurement activities including, among other things, the preparation and consolidation of the procurement plans with assistance from the Finance Administration Unit, preparation of bidding documents and RFP's, facilitation of obtaining required necessary clearances, preparation of advertisements, responding to bidders' clarifications on advertised contracts and playing a central role in the evaluation of bids and proposals, and contract management

**Qualifications/Experience Required:**

1. A successfully completed Bachelor's Degree preferably in 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

**With**

At least ten (10) years post qualifying experience in Managerial Level.

2. A successfully completed Bachelor's Degree preferably in 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

**And**

A Postgraduate Degree in Economics; Master of Business Administration, Public Procurement, Engineering or Statistics or similar field or Corporate / Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field

**With**

At least eight (08) years post qualifying experience in Managerial Level

3. Class I officer of a Government All Island Services or a similar status in the relevant field

**With**

At least three (03) years of experience in the Class I post

### **Other Required Qualifications and Experiences**

- Good knowledge of International Procurement procedures, International Standards on Procurement and experience in donor funded projects or other international organizations will be distinct advantage;
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka will be a plus;

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

Rs.140,000- (Initial Salary scale) and other approved allowances to the post

Rs.155,000 (with two increments, salary scale at the 3<sup>rd</sup> Year and till end of the project period

### **General Conditions Applicable for 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. Working knowledge of another official language is desirable.

#### **Age Limit**

Any person above 61 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, traveling to project locations are involved frequently.

### **Other terms**

The employee will be member of the Employees' Provident Fund and Employee 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: [info@sarp.lk](mailto:info@sarp.lk) on or before **23<sup>rd</sup> of January** 2023

**Project Director**  
**Smallholder Agribusiness and Resilience Project**  
**Ministry of Agriculture**  
**80/5, “ Govijana Mandiraya “ , Rajamalwatta Lane,**  
**Battaramulla, Sri Lanka**

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 be resulted as immediate disqualification.**

**Secretary**  
**Ministry of Agriculture**