

# Ministry of Irrigation

## VACANCIES

### Mahaweli Water Security Investment Program (MWSIP)

#### Funding Source: Asian Development Bank (ADB)

The Mahaweli Water Security Investment Program is a part of the Master Plan of the Mahaweli Multi-Purpose Development Program implemented by the Ministry of Irrigation with concessional loan facility by the Asian Development Bank (ADB) and the Government of Sri Lanka.

#### Applications:

Applications are hereby invited from suitably qualified citizens of Sri Lanka for the following position on Contract Basis, and the applicants are requested to forward their applications together with their Curriculum Vitae along with the Name and Contact Details of two Non-related referees and copies of the certificates of basic qualifications such as educational, professional qualifications and experience under Registered post **on or before 11.12.2023** to reach the following address; **Program Director, Mahaweli Water Security Investment Program, No. 493-1/1, T. B. Jayah Mawatha, Colombo 10.**

Please **indicate the post applied for on the top left-hand corner of the envelope.** In addition, the applicants are requested to forward the same application as an advance copy to **pdadbproject@gmail.com** by copying to **hr.mwsip@gmail.com** indicating the post applied in the subject line of the email.

Posts and Job Profiles	Qualification & Experience
<p><b>1. Accountant (PS 04 – Category A)</b> <b>Program Management Unit – Colombo</b> <b>02 Posts</b></p> <p><b>Job Profile - 01</b></p> <p>Assist the Finance Manager to prepare and maintain financial and accounting systems of the Program, planning, budgeting, bank accounts, maintenance of ledgers, payments and internal controls, preparation of financial reports and reimbursement documents, stores management procedures, verification and audit reports, and any other finance related assignments that are required by the Management of MWSIP.</p> <p><b>Job Profile – 02</b></p> <p>Assist the Finance Manager in Preparation of Finance an Accounting system, handle ADB, CB disbursements, maintenance of loan related reports, Submission of Statement of Expenditure and other reconciliations as per ADB guideline and procedures, ensure fund availability for smooth operations, submission of reports and documents for ADB and GOSI Audits, review, certify the payments as required and any other finance related assignment that are required by the Management at MWSIP.</p>	<ul style="list-style-type: none"><li>• <b>Below mentioned qualifications, experiences and salary levels are in accordance with the Management Services Department Circular No. 01/2019)</b></li></ul> <ol style="list-style-type: none"><li>1. A Successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. <b>Or</b> A Qualification recognized by the University Grants Commission as an equivalent Qualification to the Degree in the relevant field <b>Or</b> An Associate Membership/ A similar Professional Qualification obtained from a recognized Professional Institution in the relevant field. <b>With</b> At least 09 years post qualifying experience in the relevant field.</li><li>2. An officer of the Sri Lanka Accountants' Service Class III/II or above or similar status in the relevant field <b>With</b> At least 09 years of experience in Class III/II post.</li></ol> <p><b>(Salary Level: PS 04, Category A- Rs. 155,000.00 Rs. 170,000.00)</b></p> <p><b>(Experience in monitor and check the statement of expenditure (SOE), and submission of withdrawal application for Doner Agency, Central Bank and prepare periodic cash flow requirement and established Doner Agency procedures and guideline, maintaining records in foreign aided projects is an added advantage.)</b></p>
<p><b>2. Information and Communication Technology (ICT) Officer (PS 05)</b> <b>Program Management Unit - Colombo</b> <b>01 Post</b></p> <p><b>Job Profile</b></p> <ul style="list-style-type: none"><li>• Preparation of specifications for all ICT related equipment's to be purchased for the Program Management Unit (PMU)/ Project Implementation Units (PIUs) and for the Program Management, Design and Supervision Consultant (PMDSC).</li><li>• Network &amp; Server management of PMU, Coordinate network &amp; software related matters in all project offices and PMDSC.</li><li>• Maintenance of computers, UPS devices, multifunctional black and white/ colour photocopiers, Printers, Network, File server, CCTV system and PABX system of PMU.</li><li>• Issue of conformity certificates for all ICT related equipment.</li><li>• Function as a member of the Technical Evaluation Committee (TEC) for evaluation of bids related to procurement of ICT related goods for PMU, PIUs and PMDSC.</li><li>• Updating the official website of MWSIP.</li><li>• Preparation of maps related to Environment and Resettlement and GIS maps for PMU and PIUs.</li><li>• Create and manage databases for resettlement of the PIUs - North Western Province Canal Project (NWPCP) and North Central Province Canal Project (NCPCP).</li><li>• Design of Computer programs for PMU/PIUs.</li><li>• Assisting training PMU/PIU staff in Computer operations.</li><li>• Organize virtual meetings via video conferencing tools (Zoom and MS Teams).</li></ul>	<ul style="list-style-type: none"><li>• <b>Below mentioned qualifications, experiences and salary levels are in accordance with the Management Services Department Circular No. 01/2019)</b></li></ul> <ol style="list-style-type: none"><li>1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. <b>Or</b> A Qualification recognized by the University Grants Commission as an equivalent Qualification to the Degree in the relevant field <b>Or</b> An Associate Membership/ A similar Professional Qualification obtained from a recognized Professional Institution in the relevant field <b>Or</b> Having obtained a certificate of proficiency not below than the National Vocational Qualification level 7 issued by a Technical /Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to relevant field <b>And</b> At least 06 years of experience in the required area of specialization.</li><li>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 Tertiary and Vocational Education Commission for a post related to relevant field <b>And</b> At least 11 years of experience in the required area of specialization.</li><li>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 Tertiary and Vocational Education Commission for a post related to relevant field <b>And</b> At least 16 years of experience in the required area of specialization.</li></ol> <p><b>(Salary Level: PS 05 - Rs. 105,000.00 - Rs. 113,000.00)</b></p>

\* **Cost of living allowance will be paid in addition to the salaries specified above as per MSD Circular No. 01/2019.**

#### General Conditions

1. Applicants should be below 64 years of age.
2. All officers are expected to perform their duties in liaison and coordination activities with relevant Government Organizations and other Agencies.
3. Work experience in foreign funded projects in Sri Lanka would be an added advantage.
4. Proficiency in English, familiarity with government regulations and computer literacy are essential prerequisites for these posts.
5. Employment contracts are for One year, renewable annually based on performance and the requirement of the programs/ projects.
6. Government approved salary scales with allowances as per the Management Services Circular No. 01/2019 and any revisions thereafter. (<http://www.treasury.gov.lk>)
7. Ability to work long hours and on weekends.

Shortlisted applicants based on highest qualifications and experience, will be called for an interview and selection will be based on merit. Therefore, any influence or making representation for the recruitment process could be resulted for rejection of the application. The applications of candidates from Government Service/ Statutory Boards / Corporations and other Government Institutions should be forwarded through their respective Heads of Institutions, who should state whether the applicants could be released on Full Time – No pay Basis in accordance with Para 2.3.3 (a) or Para 2.3.3 (b) of the Management Services Circular No. 01/2019, if selected. Incomplete applications without fulfilling the above requirements will be rejected.

**Secretary**  
**Ministry of Irrigation.**