



VACANCIES

MINISTRY OF IRRIGATION
CLIMATE RESILIENCE MULTI-PHASE PROGRAMMATIC APPROACH (CResMPA)

RECRUITMENT OF PROJECT STAFF

The Climate Resilience Multi-Phase Programmatic Approach (CResMPA) is implemented by the Ministry of Irrigation under the financial support of the International Bank for Reconstruction and Development (the World Bank). The CResMPA is an important national development project being implemented to ensure climate resilience in the country to protect the people and properties vulnerable to flood and drainage risks. The objective of the project is to enhance the capacity of the government to deliver improved weather and climate forecasts and early warning and to reduce flood risks in the lower Kelani basin. The project is being implemented from 2021 to 2026.

Applications are hereby invited from the citizens of Sri Lanka, for the following posts in the Project Coordinating Team (PCT) of the Climate Resilience Multi-Phase Programmatic Approach to work on a **full-time “Contract Basis”**.

01. Senior Programing Specialist (Monitoring, Evaluation & Learning (MEL) (PS 3) - 01 Post

Required Qualifications & Experience

I or II or III below

- I. A successfully completed of a Bachelor’s Degree in the relevant field, which is recognized by the University Grants Commission;

OR

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

OR

An Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field;

WITH

At least 10 years post-qualifying experience at the Managerial level;

- II. A successfully completed Bachelor’s Degree in the relevant field, which is recognized by the University Grants Commission;

OR

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

OR

An Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field;

AND

A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field;

WITH

At least 8 years Post qualifying experience at the Managerial level;

III. Class I Officer of a Government All Island Services or a similar status in the relevant field;

WITH

At least 03 years of experience in the Class I post in the Special Degree from a recognized University with Chartered/Corporate membership of a recognized Professional Institution or Post Graduate Qualification (Masters/Diploma) in a relevant field;

AND

Minimum of 12 years of Post Qualification experience in Senior Managerial Level with demonstrated and proven experience in the Project Monitoring and Evaluation and development and management of Management Information Systems;

Experience in managing Management Information Systems (MIS) and developing and implementing a Result Framework for result Monitoring and evaluation of a large development program or project is an added advantage;

WITH

Good Communication (written/oral) and interpersonal relations;

Job Description of Senior Program Specialist (Monitoring Evaluation and Learning -MEL) is required to implement and manage the project result framework for process monitoring and result evaluation of activities implemented under project components to make sure that the project is right track to generate expected results and achieving the project development objectives. S/he should closely monitor the implementation progress of irrigation and stormwater infrastructure improvements subprojects implemented in 25 districts of the country and monitor major civil works, goods, consultancies and non-consultancy services. S/he is responsible for developing and managing the Project Management Information System to ensure the operational effectiveness and efficiency of the project implementation.

Salary Level: PS 3 – Rs. 140,000.00 – 155,000.00 (As per MSD circular No.: 01/2019)

02. Project Engineer (Contract Management) - (PS 4) - 01 Post

I. A successfully completed of Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission.

OR

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

OR

An Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field.

WITH

At least 07 years of post-qualifying experience in the field of procurement and contract management of large construction works in funded projects.

II. An officer of the Government. All Island Services Class III/II or above or similar status in the relevant filed.

WITH

At least 07 years of post-qualifying experience in the field of procurement and contract management of large construction works in funded projects.

Job Profile/ Main Responsibilities

Project Engineer Contract management shall responsible for the process of actively managing contract execution, implementation and delivering intended output or outcome following expected quality standards after awarding the contract to maximize value for money. He/she is required to undertake coordination with the relevant project implementation agency to facilitate contractors to perform contracts as per the agreements and designs, and methods agreed upon by the implementing agency. His/her role of functions includes facilitate contractors to mobilize and execute contract by coordinating to obtain necessary approvals for staffing, work plans, method statements, and bill payments, carrying out close supervision of the construction and monitoring the progress, inspecting and verifying the adequacy of the Contractor's Equipment and personal assigned to carry out the work as per contract agreement, ensuring that the quality control as per normal codes of Engineering practices and maintaining the records, checking

and approving Contractor's equipment, materials according to specifications, reviewing safety & welfare measures as per the Environment and Social Code of Practice (ESOP), ensure remove/dispose, review and Justifying Variation orders/ extra works/ claims including checking and negotiations of rates with contractor as and when required, checking works variation orders and preparing necessary engineering details and cost estimates for approval of variation orders and managing contractual time extension, obligations, issues and dispute throughout the contract.

Salary Level: PS 4 (Category A) – Rs. 115,000.00 – 130,000.00 (As per MSD circular No.: 01/2019)

03. Communication Officer (PS 5) - 01 Post

Required Qualifications & Experience

- I. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission;

OR

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

OR

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

OR

Having obtained a certificate of proficiency not below 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 the Technical field.

AND

At least 05 years of experience in the required area of specialization;

Job Profile/ Main Responsibilities

A communication Officer shall be responsible for developing a communication strategy and action plan for the overall project to carry out IEC campaigns, visibility, and learning and knowledge management under the guidance of the Project Director. She/He is responsible for implementing a communication strategy and Action plan in line with the Monitoring and Evaluation and, Social and Environmental safeguard team to create a conducive environment to conduct Social Impact Surveys, Environmental Impact Assessments (EIA), and other related studies for the preparation of Wee Oya detailed design, prepare a resettlement action plan, and overall project visibility and Knowledge Management (KM) through seminar, workshop, knowledge management forums. She/he is responsible for developing different communication materials and tools including leaflets, booklets, short video clips, animations, photo albums and case stories. She/He is also responsible for developing content for the project Website for continuous updates and use social media platforms such as Facebook, Instagram, Twitter, WhatsApp, and Viber and print and electronic media such as newspapers, FM radios, and Television media to disseminate messages and awareness of the project interventions. She/He should undertake video recording, visual recording in project sites, writing of the script for short video production and case story writing as KM products for the project intervention to show the physical progress of the project at different time intervals. She/He should be conversant with software for the preparation of artwork for print materials, production of video clips and video editing such as Adobe Photoshop, Illustrator, Lightroom, Premier and CorelDRAW.

Salary Level: PS 5 – Rs. 85,000.00 – 91,000.00 (As per the MSD circular No.: 01/2019)

04. Procurement Officer (PS5) - 01 Post

Required Qualifications & Experience: I or II or III below

- I. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission;

OR

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

OR

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

OR

Having obtained a certificate of proficiency not below 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 the Technical field.

AND

At least 05 years of experience in the required area of specialization;

- II. Having obtained a certificate of proficiency not below 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 09 years of experience in the required area of specialization;

- III. Having obtained a certificate of Proficiency not below that of 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 14 years of experience in the required area of specialization;

Salary Level: PS 5 – Rs. 85,000.00 – 91,000.00 (As per MSD circular No.: 01/2019)

Job Profile/ Main Responsibilities

Procurement Officer shall be responsible for updating the project procurement plan on a monthly basis to get clearance from the World Bank, preparing letters for appointing relevant procurement committees and Technical Evaluation Committees, preparation of procurement meeting minutes, uploading required documents for procurement and contract management in the World Bank procurement management system “STEP” on regular basis, maintain separate files for each procurement package to manage the contract and recommend payment for completed deliverables under the supervision of Project Engineers of Procurement and Contract Management. s/he is required to participate and facilitate bid opening, pre-proposal conferences, site visits for bidders, pre-bid meetings, proposal closing and contract negotiation.

05. Project Secretary- (PS6) - 01 Post

Required Qualifications & Experience

- I. A successfully completed Bachelor’s Degree in a relevant field, which is recognized by the University Grants Commission;
- WITH**
- At least 05 years post-qualifying experience in the Secretarial position;
- OR**
- II. A Chartered Secretary with a minimum of 05 years of experience in the relevant field.

Knowledge on MS Office packages and excellent knowledge in written and spoken English with proven report writing skills is a must.

Salary Level: PS 6 (Category A) – Rs. 61,000.00 – 67,000.00 (As per MSD circular No.: 01/2019)

Job Profile/ Main Responsibilities

Project secretary shall be responsible for the overall coordination and facilitation of the Project Director’s administrative staff to deliver effective and efficient services for the PCT staff and Implementing agency Staff to implement the project for result-oriented outputs and outcomes. S/he shall be responsible for the overall management of daily mails and emails, mail register, mail dispatching to relevant agency/person, answering urgent calls, organizing project progress meetings with Deputy Directors, project staff and world bank

implementation support missions by arranging necessary logistics for conducting meetings, maintain meeting diary for project director. Drafting letters in English and Sinhala for communicating with DPDs, and heads of departments. Prepare minutes for the meeting conducted with DPDs, heads of departments and the World Bank.

GENERAL CONDITIONS

1. **Age:** Applicants should be not more than **64 years** of age.
2. **Salary Scale:** Government-approved salary scale with allowances as per the Management Services Circular No.01/2019 dated 15/03/2019 and Public Administration Circular No: 03/2016 dated 25/02/2016.
3. Having experience in World Bank/Foreign funded Projects is a must.
4. These positions are exclusively on a contract basis, initially for a period of 01 year with possible extensions based on the performance and availability of funding.

5. Forwarding of Applications:

The applicants are requested to forward their applications along with their Curriculum Vitae educational, professional qualifications and experience with two contacts of non-relative referees. Shortlisted applicants based on the highest qualifications and experience, will be called for an interview and selections will be based on merit. Certified copies of the certificates to prove the basic qualification and work experience should be attached with the application. Incomplete applications will be rejected. Canvassing in any form will be a disqualification and the applications of such applicants will be rejected.

Applications should be forwarded by registered post on or before **27.12.2023** to reach the **Project Director, Climate Resilience Multi-Phase Programmatic Approach (CResMPA), No. 11, Jawatta Road, Colombo 05.** The post applying for should be indicated on the top left-hand corner of the envelope.

Secretary
Ministry of Irrigation
Date: 14.12.2023