



## Smallholder Agribusiness and Resilience Project (SARP) Ministry of Agriculture, Livestock, Lands and Irrigation



### Vacancy

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka is for a period of 6 years (2021 to 2027). It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins. Total project finance value is USD 82 Mn.

Applications are invited from citizens of Sri Lanka for the post of Deputy Project Director (PS 02), Internal Auditor (PS 04) and Administration Officer (PS 06) for Project Management Unit at Battaramulla.

#### Administration Officer (PS6) - 01 position at PMU

##### Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree preferably in Human Resource Management, Business Administration, Management 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 (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Human Resource Management, Business Administration, Management Field.

**And**

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

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Human Resource Management, Business Administration, Management Field

**And**

At least seven (07) years post qualifying experience in the required area 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 (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Human Resource Management, Business Administration, Management Field

**And**

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

**Other Required Qualifications**

- Proven experience as an IFAD funded projects or other international Agencies would be distinct advantage
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- Experience in working with OPEN System software will be a plus
- Strong inter-personal skills
- Strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

**General Conditions Applicable for the Above-Mentioned Positions**

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

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

**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) in Battaramulla. Frequent travel to project sites is required when necessary.

**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 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 [procurementsarp@gmail.com](mailto:procurementsarp@gmail.com) **on or before 14<sup>th</sup> July 2025.**

**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.**

### **Address**

**Project Director,  
Smallholder Agribusiness and Resilience Project,  
No. 2/2/1, Kandewaththa Road, Pelawaththa, Battaramulla.**