

**MINISTRY OF RURAL DEVELOPMENT, SOCIAL SECURITY AND COMMUNITY  
EMPOWERMENT**

**TERMS OF REFERENCE (TOR)**

Post : Project Support Officer (Five (05) Positions)  
Project : Food Security and Livelihood Recovery Emergency Assistance Project  
(Grant Component)

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## **1. Introduction**

The Ministry of Rural Development, Social Security and Community Empowerment (hereinafter referred to as “the Ministry”), is one of the key implementing agencies that implement the Food Security and Livelihood Recovery Emergency Assistance Project (Grant Component).

While the Project seeks to strengthen food security and restore livelihoods of vulnerable households affected by socio-economic shocks, the Ministry is responsible for implementation of the Grant Component of the Project, which provides targeted financial and livelihood support to vulnerable women, children, adolescents, persons with disabilities, and other marginalized groups in Sri Lanka.

In this regard, the Ministry hereby invites applications from suitably qualified and experienced candidates for the position of Project Support Officer (five posts) to support implementation of the Grant Component.

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## **2. Objective of the Position**

The Project Support Officer shall provide technical, operational, and administrative support to ensure effective planning, coordination, implementation, monitoring, and reporting of activities under the Grant Component of the Project.

### **3. Duties and Responsibilities**

Under the direct supervision of the Project Director of the Project Implementation Unit and in collaboration with relevant Ministry officials, the Project Support Officers shall:

1. Support the identification, registration, and verification of eligible beneficiaries in accordance with approved project guidelines and eligibility criteria.
2. Assist in the organization and administration of grant disbursement processes, ensuring compliance with established procedures.
3. Maintain accurate, up-to-date, and secure beneficiary records and documentation.
4. Facilitate community sensitization and awareness activities regarding project objectives, eligibility requirements, and entitlements.
5. Conduct field visits to monitor grant utilization and beneficiary progress.
6. Collect and compile project data and contribute to preparation of periodic technical and progress reports.
7. Support implementation of beneficiary feedback and grievance redress mechanisms.
8. Ensure adherence to safeguarding, gender equality, disability inclusion, and social protection principles in project implementation.
9. Provide logistical and administrative support for project meetings, trainings, and field missions.
10. Perform any other duties as may be assigned by the Project Director within the scope of the Project.

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### **4. Duty Station**

The officers shall be stationed at the Ministry of Rural Development, Social Security and Community Empowerment located in Battaramulla and shall undertake regular field visits within assigned project areas.

## 5. Duration of Appointment

The appointment shall be on a temporary basis for a period of 5 months.

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## 6. Qualifications and Experience

Applicants must:

1. **Educational Background:** Passed G.C.E. Advanced Level Examination with 3 credits in any subject stream.
  2. **Professional Experience:** Possess a minimum of two (2) to three (3) years of relevant professional experience in grant management, monitoring and evaluation, office management, accounting, or project management.
  3. **Special Experience:** Demonstrated experience working with vulnerable populations, including women, children, adolescents, and persons with disabilities will be a distinct advantage.
  4. **Technical knowledge & Skills:** Possess a sound understanding of project implementation and community engagement methodologies.
  5. Demonstrate proficiency in English and computer applications, including Microsoft Office Package.
  6. Good working knowledge\_of written and oral communication skills in English.
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## 7. Key Competencies

- Integrity and high ethical standards
- Strong organizational and coordination skills
- Sensitivity to protection and safeguarding issues
- Ability to work effectively with diverse communities
- Capacity to work under pressure and meet deadlines

## **8. Application Procedure**

Interested and qualified candidates shall submit the following:

- A detailed Curriculum Vitae;
- A cover letter indicating suitability for the position;
- Certified copies of academic and professional certificates; and
- Names and contact details of two (2) professional referees.

Applications shall be submitted to reach the following address **on or before 05 April 2026** via registered post, by hand or email (with the name of the post in the subject line). Applicants wishing to apply by registered post or by hand should mention the title of the post applying on the top left-hand corner of the envelop.

**Secretary,**

**Ministry of Rural Development, Social Security and Community Empowerment,**

**1<sup>st</sup> Floor, Wing B,**

**Sethsiripaya, Stage II,**

**Battaramulla.**

**Tel : 0112- 865409**

**Email : [mssplan@yahoo.com](mailto:mssplan@yahoo.com)**

**Web : [www.mrds.gov.lk](http://www.mrds.gov.lk)**