



Recruitment of
Finance and Administration Officer (Category F) – 02 Positions
(For PMU & Nikaweratiya Hub)
Smallholder Agribusiness and Resilience Project (SARP)
Ministry of Agriculture, Lands, Livestock and Irrigation

The Smallholder Agribusiness and Resilience Project (SARP) implemented by the Ministry of Agriculture, Livestock, Lands and Irrigation and jointly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka is for a period of 6 years (2021 to 2027). This Project (SARP), aims to build resilience and market participation of 40,000 rural households in the climate change-affected districts of Anuradhapura, Vavuniya, Matale, Mannar, Puttalam and Kurunegala, which would be establish a dedicated Project Management Unit (PMU) at central level and two regional hubs for the implementation. Total project finance value is USD 59.57 Mn.

Applications are invited from qualified Sri Lanka Citizens to recruit Finance and Administration Officer (Category F) and as per Management Service Department (MSD) Circular Number 02/2026 and Government recruitment procedures for the IFAD funded Smallholder Agribusiness and Resilience Project (SARP).

The applicant should possess the following qualification and experience given in the Management Service Department (MSD) Circular Number 02/2026 dated 28th March 2026.

1. Finance and Administration Officer (Category F) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 02/2026.

A Brief Job Description:

The Finance and Administration Officer will work under the supervision of the Area Coordinator, Deputy Project Director & Project Director and in close collaboration with staff in the Project Management Unit (PMU) and relevant Hub. He/ She is responsible for all finance and administrative tasks in PMU or relevant Hub.

General Conditions:

- Age Limit – Below Sixty-four (64) years on the closing date of application.
- All appointments will be initially for a period of one year and extension of services will be based on successful performance.
- Employees are required to travel to project sites depending on the need.
- Working experience in the foreign funded projects in Sri Lanka is preferable
- Proficiency in English, Computer Literacy and familiarity with government rules and regulations.
- Salary for each position will be based on the Management Services Circular No. 02/2026 dated 28th March 2026.
- Short listed applicants based on qualifications and experience will be called for the interview.

Location:

Project Management Unit is located in Battaramulla and the Hub offices are located in Nikawaratiya and Madawachchiya. However, traveling to project locations are involved frequently.

APPLICATIONS:

All applicants are requested to forward their applications together with Curriculum Vitae with two non-related referees and copies of all the certificates attached, under registered post to the address given below on or before **13th July 2026**.

- Applicants currently in government/ semi government services should forward their applications through their respective Head of Departments.
- Applied post should be clearly stated **on the top left – hand corner** of the envelope containing the application.
- The decision of the Secretary, Ministry of Agriculture, Livestock, Lands and Irrigations is final and conclusive on the above recruitments.

Address for Applications

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

For more information, please visit [www.sarp.lk. \(https://sarp.lk/vacancies\)](https://sarp.lk/vacancies)

**Project Director
Smallholder Agribusiness and Resilience Project
No. 2/2/1, Kandewaththa Road, Pelawaththa, Battaramulla.
email: procurementsarp@gmail.com Phone: 0112770998**

28th June 2026

Terms of Reference (TOR)

Finance and Administration Officer (Category F) – 02 Positions

(For PMU and Nikaweratiya Hub)

Background

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka. 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. The Total Project Finance Value is USD 59.57 Mn.

Scope of work:

The Finance and Administration Officer at Nikaweratiya hub will work under the supervision of the Area Coordinator, Deputy Project Director and Project Director. The Finance and Administration Officer at PMU will work under the supervision of the Finance Manager, Deputy Project Director and Project Director. The Finance and Administration Officer is responsible for all financial and administrative tasks in PMU or relevant Hub.

Specific duties of the incumbent will include but are not limited to the following:

- The Finance & Administration Officer will assist the Area Coordinator/Finance Manager and report to the Project Accountant on all financial matters relating to implementation of the project.
- She/he will be mainly responsible for preparing regular reports and Annual Financial Statements for all project funds disbursed by DPMU and required by IFAD and Government of Sri Lanka.
- Installation of appropriate accounting/reporting systems to ensure that the DPMU and especially the Programme Coordinator are regularly informed of on-going financial status and transactions.
- Familiarize with the “BUSY” accounting software used for the SARP and feed data and manage reports according to the project requirements.
- Maintain close communications with “BUSY” service provider for system maintenance and online support
- Develop annual budget in close collaboration with the Project Technical Team both at PMU and District levels
- Ensure that all project funds are used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided.
- Provide assistance to the Area Coordinator/Finance Manager in compiling and consolidating accounts and preparing Unaudited and Audited Project Account in stipulated date for each Fiscal Year as agreed in loan/credit agreement.
- Ensure that all necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers.

- Develop Funds Flow Projections in collaboration with the Project Coordinator and the Procurement Specialist at PMU levels.
- Assist in the planning and budgeting for the project program, taking the lead role in the financial plan and budgets and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with.
- Ensure compliance with the IFAD and Government standards and procedures, related to procurement, disbursements, Special Accounts, Expense Statements (Statement of Expenditure SOE), IFRs, the Special Commitments, etc.
- Monitor financial disbursements and all administrative procedures in line with the IFAD and Government requirements.
- Establish and improve the internal control systems (goods, services, assets and works) and verify that the accounting controls is put in place at all levels; liaise with external auditors to audit the project accounts to meet the required submission dates by both GoSL and IFAD.
- Maintain records and file all payment vouchers in appropriate manner.
- Maintain a records of all stationeries and order required items at re-order level
- Managing the petty cash payments with in the eligible threshold and timely replenishment of the petty cash and ensure DPMU is maintaining sufficient petty cash float.
- Preparation of payment vouchers and processing the payments recommended by the Deputy Project Director and approved by the Project Director.
- Preparation and submission of the Bank Reconciliation to the PA.
- Review bank reconciliation and take necessary action to follow up on long outstanding cheques.
- Verification of the payment requests, Programme budgets, vouchers etc. before submission for the approval/payment.
- Communication of the concerns related to a bills/invoice/wrong codes etc. to concerned persons when reviewing the payments.
- Verification of the budget availability, accuracy of the budget codes of the payment requests;
- Maintenance of the Beneficiary list and ensure the right beneficiary gets the right advance in right time.
- Maintain Advance register and follow up with the respective staff to ensure the advances are settled within 5 working days after completion of the task.
- Maintain a cash book, payment vouchers, petty cash book for the transactions taken place in the district hubs/PMU.
- Input all the payment receipt details to the “BUSY” accounting package timely.
- Maintain an asset register feeding all asset details in the asset management system in the “BUSY”
- Carrying out the Fixed Asset Verification at the year end and submit the report to the PMU in the specified format.
- Maintenance of the contract register as required by IFAD.
- Manage vehicle fleet hired for the PMU and district hubs to make sure all vehicles have been utilized within the allocated mileage for the month.
- Verify all running chart and invoices and process payments according to the agreement.
- Any other duties assigned by the Project Director, Deputy Project Director, Finance Manager, Project Accountant, Hub Accountant and Area Coordinator.

Qualifications/Experience Required:

1. A successfully completed Bachelor's degree in the relevant field which is recognized by the University Grants Commission of Sri Lanka.

With

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

Or

2. 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 technical field.

With

At least Two (02) years post qualifying experience in the relevant field at a Managerial Level.

Or

3. 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 technical field.

With

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

Or

4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 05 issued by a Technical & Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to technical field.

With

At least 08 years of experience in the required area of specialization.

Other Required Qualifications and Experiences

- A Master's degree or professional procurement certification (e.g., CIPS, CPP) is an added advantage.
- Minimum 2 years of hands-on experience in public sector procurement. Prior experience with IFAD funded is highly preferred.
- Proven experience in international Agencies would be distinct advantage.
- Strong knowledge of Sri Lankan Government Procurement Guideline.
- 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.

Salary Scale:

Based on the Management Services Circular 02/2026.



Location and period of execution

The Finance and Administration Officer will be based in PMU (Battaramulla) and Nikaweratiya Hub with field visits as may be required.

Duration of services

Duration of service is 1 (one) year subject to six (6) months' probation period and extension will be subjected successful performance evaluation according to the Management Service Circular 02/2026.