



**Recruitment of**  
**Senior Management Information System/ Information Technology Officer**  
**(Category E) – 01 Position**  
**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 Senior Management Information System (MIS)/ Information Technology (IT) Officer (Category E) 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 28<sup>th</sup> March 2026.

**1. Senior Management Information System (MIS)/ Information Technology (IT) Officer (Category E) - Project Management Unit**

**Qualifications and experience:**

Based on the Management Services Circular 02/2026.

**A Brief Job Description:**

The Senior Management Information System (MIS)/ Information Technology (IT) Officer will work under the direct supervision of the Monitoring & Evaluation Specialist, Deputy Project Director, and Project Director, and in close collaboration with the staff of the Project Management Unit (PMU). He/ She will be responsible for all Monitoring Information System–related matters under the Smallholder Agribusiness and Resilience Project (SARP) at the national level.

## **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 Monitoring Information Systems of 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 28<sup>th</sup> 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 **13<sup>th</sup> 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). (<https://sarp.lk/vacancies>)**

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

**28<sup>th</sup> June 2026**

## Terms of Reference (TOR)

### Senior Management Information System (MIS)/Information Technology (IT) Officer (Category E)

#### 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 Senior Management Information System (MIS)/ IT Officer will work under the direct supervision of the Monitoring & Evaluation Specialist, Deputy Project Director, and Project Director, and in close collaboration with the staff of the Project Management Unit (PMU). He/ She will be responsible for all Monitoring Information System–related matters under the Smallholder Agribusiness and Resilience Project (SARP) at the national level.

He/ She will be responsible for developing a spatial data and information analysis and mapping platform utilizing Geographical Information Systems (GIS), Remote Sensing (RS), Global Positioning Systems (GPS) and visualization techniques. The system should be able to provide necessary data and information, analyze for creation of solutions, and share them as online sources.

#### 1. MIS Development and Management

- Design, develop, and maintain the **Monitoring Information System (MIS)** to support project monitoring and reporting.
- Ensure the MIS system is functional, secure, and regularly updated.
- Develop data entry interfaces, dashboards, and reporting modules.
- Integrate MIS with other digital platforms used by the project.

#### 2. Data Collection and Data Management

- Establish standardized **data collection formats, templates, and guidelines** for field staff.
- Ensure timely and accurate **data entry, validation, and verification** of project data.
- Maintain project databases including beneficiary, activity, financial, and progress data.
- Ensure proper data storage, backup, and security procedures.

### 3. Monitoring and Reporting

- Generate **periodic monitoring reports** (monthly, quarterly, annual) using MIS data.
- Prepare **progress dashboards, indicators tracking, and analytical reports** for management.
- Support preparation of reports required by **government agencies, donors, and stakeholders**.
- Track key project indicators and performance targets.

### 4. System Administration and Technical Support

- Provide technical support to MIS users including project staff and field officers.
- Troubleshoot system errors and coordinate with developers if required.
- Maintain system updates and ensure system performance optimization.

### 5. Data Quality Assurance

- Conduct **data quality checks and validation processes** to ensure reliability of information.
- Identify data inconsistencies and coordinate with field teams to correct them.
- Develop procedures for **data verification and audit trails**.

### 6. Training and Capacity Building

- Conduct training sessions for project staff on **MIS usage, data entry, and reporting tools**.
- Prepare user manuals, guidelines, and SOPs for the MIS system.
- Support field teams in improving digital data management practices.

### 7. Coordination and Communication

- Coordinate with **programme specialists, M&E officers, and field staff** to ensure timely data flow.
- Facilitate data sharing among project units and stakeholders.
- Participate in project review meetings and present MIS-based analysis.

### 8. Documentation and System Improvement

- Document MIS procedures, workflows, and system architecture.
- Identify opportunities for **system improvements and automation**.
- Recommend new technologies or tools to improve monitoring efficiency.

### Key Responsibilities of the Senior MIS/IT Officer

- Developing MIS modules using the PHP Laravel framework in line with project requirements.
- Designing and implementing secure and efficient MySQL database structures and backend logic.
- Developing responsive and user-friendly interfaces using Bootstrap and CSS.

- Preprocessing, validating, and uploading data to ensure accuracy, consistency, and system integrity.
- Collaborating with the development team using GitHub for version control and codebase management.
- Conducting comprehensive system testing, debugging, and issue resolution to ensure reliability.
- Deploying the MIS to a secure and stable live hosting environment.
- Continuously enhancing and updating the MIS to meet evolving user and stakeholder needs.
- Undertake any additional tasks and responsibilities that may be assigned by the Project Director, Deputy Project Director and M&E Specialist.

### **Qualifications/Experience Required:**

1. A successfully completed Bachelor's Degree in Computer Engineering, Information Technology (IT), Computer Science (specialize in GIS) or any other 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 certification is an added advantage.
- 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 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 Senior Management Information System/ IT Officer will be based in Project Management Unit at Colombo 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.