

Terms of Reference (TOR)
Area Coordinator (Category C) – 01 Position
For 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, Anuradhapura, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins. The Total Project Finance Value is USD 82 Mn.

Scope of work:

The Area Coordinator work under the supervision of the Deputy Project Director and Project Director. The Area Coordinator is well-qualified officer; technically experienced in natural resource management, integrated water resources management or watershed development, who will be responsible for aligning the implementation of all SARP activities in the district with the project development objective. Her/his activities comprise i) day to day management of a District Technical Team; and ii) specialized technical support to all project activities undertaken by the Project. He/she reports to the Deputy Project Director and Project Director and he/she will coordinate his/her responsibility with concerned authorities, with beneficiaries, and with the project staff. The job entails making the best out of a situation that is constrained in terms of financial and human resources.

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

- Coordinate project activities within the operational area with the Project Director and Deputy Project Director and all Technical Specialists in the PMU
- Guide and supervise the implementation of SARP's activities at hub level
- Supervise, monitor and coordinate the implementation of project activities at district and ASC level to ensure the project is implemented as planned, and provide recommendations for improvement and follow up
- Ensure that the planning and implementation processes are inclusive of women, youth and other vulnerable groups
- Prepare consolidated progress monitoring reports on the implementation of project activities at district, ASC, and community/ group level and submit to the PMU
- Provide technical and supervisory support to the District Technical Teams
- Provide recommendations for more effective implementation of project activities
- Assist in conducting of training, preparing technical guidelines and advocacy to all local stakeholders
- Facilitate the documentation of best practices of the project
- Any other duties as assigned by the SARP Project Director and Deputy Project Director.

Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree in Agriculture, Agri Business, Agriculture Development, Agriculture Technology or any other Agriculture related Degree which is recognized by the University Grants Commission of Sri Lanka

And

A Post Graduate Degree (Masters) Qualification in the relevant fields/ An Associate Membership or similar professional qualification obtained from a recognized professional body in the relevant field.

With

At least Eight (08) years post qualifying experience in the relevant field at a Managerial Level.

2. Class I officer of a government ALL-Island Services or a similar status in the relevant field.

And

A Postgraduate Degree (Masters) Qualification in the relevant field.

With

At least Two (02) years post qualifying experience in the Class I post or a similar status in the relevant field.

Other Required Qualifications and Experiences

- Familiarity with agriculture approach and/or IFAD investment operations is an asset
- Experience in managing small team of extension workers/ technical staff
- Experience in managing and delivering training
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka will be a plus;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet, and have demonstrated capability in MS Access
- 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 Area Coordinator will be based in Hub at Nikaweratiya 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.