



Smallholder Agribusiness and Resilience Project (SARP)

Ministry of Agriculture, Livestock, Lands and Irrigation



Vacancies

The Smallholder Agribusiness and Resilience Project (SARP), a project jointly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, 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. The lead programme agency is the Ministry of Agriculture, Livestock, Lands and Irrigation, which would be establish a dedicated Project Management Unit (PMU) at central level and two regional hubs the implementation of SARP. 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.

Deputy Project Director (PS 02) - 01 position at PMU

Internal Auditor (PS 04) - 01 position at PMU - For the purpose of attaching an officer from the “Sri Lanka Accounting Service” or for the purpose of appointing an officer in the public service on an acting basis according to the 01/2019 circular

Administration Officer (PS6) - 01 position at PMU

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

General Conditions are applicable to the Above - Mentioned Position

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

The closing date for the submission of application will be **14th July 2025**

Please visit www.sarp.lk for more details about the required qualifications, experience, and as well as the application procedure.

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

29th June 2025



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 **on or before 14th 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.**

Terms of Reference (TOR)

Administration Officer (PS 06)

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 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.

Scope of Work

The Administrative Officer will be under the direct supervision of the Deputy Project Director and the Project Director in the Project Management Unit (PMU).

More specifically;

The Administrative Officer will assist the Deputy Project Director and report to the Deputy Project Director and Project Director on all Human Resource and Administration matters relating to implementation of the project. She/he will be mainly responsible for

- Involve in implement of HR policies, procedures, and best practices in alignment with the organization's goals and legal requirements.
- Organization of recruitment and staffing processes, including job postings, interviews, and onboarding of new employees.
- Involve in employee relations and resolve HR-related issues, including grievances and conflicts.
- Coordinate performance appraisal systems and employee development programs. Collection of performance appraisals on time and do the needful to the service extension of the employees.
- Maintain and update employee records, ensuring compliance with relevant regulations.
- Input all relevant details to the OPEN system
- Maintain contract register and the service extension register of the employees
- Maintain leave records of all the employees
- Maintain personal files and other relevant documents (B card, government releasement, etc) of the employees

Training and Development:

- Do the assign works of training and development needs within the organization.
- Do the assign works of organizing and coordinating training sessions, workshops, and seminars to develop employees' skills and competencies.

Administration Management:

- Maintain the register of office supplies, facilities management, and overall office upkeep.
- Coordinate and supervise administrative staff to ensure the smooth operation of office activities.
- Maintain the register of office equipment, technology, and infrastructure.
- Any other duties assigned by the Deputy Project Director and the Project Director

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

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- Strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

Salary Scale:

Based on the Management Services Circular 01/2019

Location and period of execution

The Administration 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 01/2019.