



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 Youth Entrepreneurship Development Specialist (PS 03), Agri Business Development Specialist (PS 03), Livelihood Development Specialist (PS 03), Natural Resource Management and Environment Safeguard Specialist (PS 03), Communication & Knowledge Management Officer (PS 04) and 02 Office Assistants for Project Management Unit at Battaramulla.

- 1. Youth Entrepreneurship Development Specialist (PS 03) - 01 position at PMU**
- 2. Agri Business Development Specialist (PS 03) - 01 position at PMU**
- 3. Livelihood Development Specialist (PS 03) - 01 position at PMU**
- 4. Natural Resource Management and Environment Safeguard Specialist (PS 03) - 01 position at PMU**
- 5. Communication & Knowledge Management Officer (PS 04) - 01 position at PMU**
- 6. Office Assistants - 02 positions at PMU**

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

General Conditions are applicable to the Above - Mentioned Positions

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

The closing date for the submission of application will be **05th January 2026**

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.**



Recruitment of Youth Entrepreneurship Development Specialist (PS 03), Agri Business Development Specialist (PS 03), Livelihood Development Specialist (PS 03), Natural Resource Management and Environment Safeguard Specialist (PS 03), Communication & Knowledge Management Officer (PS 04) and Office Assistants

**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 82 Mn.

Applications are invited from qualified Sri Lanka Citizens to recruit Youth Entrepreneurship Development Specialist (PS 03), Agri Business Development Specialist (PS 03), Livelihood Development Specialist (PS 03), Natural Resource Management and Environment Safeguard Specialist (PS 03), Communication & Knowledge Management Officer (PS 04) and Office Assistants as per Management Service Department (MSD) Circular Number 01/2019 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 01/2019 dated 5th March 2029.

1. Youth Entrepreneurship Development Specialist (PS 03) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2019

A Brief Job Description:

The Youth Entrepreneurship Development Specialist (PS 03) will work under the direct supervision of the Head of Value Chain Development, Deputy Project Director and Project Director and will be responsible for the Youth Entrepreneurship Development related matters concerning SARP at the national level. He/ She will be responsible to provide technical support and build capacity of youth in SARP implementing areas in close collaboration with stakeholders, private sector, and all related parties, to deliver Women and Youth Entrepreneurship Projects. Under the overall guidance

of the Project Director and the head of value chain the youth entrepreneurial development specialist shall deliver following tasks but not limited to

- Develop a youth strategy for SARP
- Drive towards to reach the 20% youth beneficiary target

2. Agri Business Development Specialist (PS 03) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2019

A Brief Job Description:

The Agri Business Development Specialist (PS 03) will work under the direct supervision of the Head of Value Chain Development, Deputy Project Director and Project Director and will be responsible for the Agri Business Development related matters concerning SARP at the national level. He/ She will be responsible to identify 4P partnership projects and viable value chains including those with potential for scaling- up for investments for inclusion of small farmers organized into business-oriented Farmer Producer Organizations (FPO) across all six districts and all the related works in SARP implementing areas in close collaboration with stakeholders, private sector, and all related parties, to deliver Women/Youth/ and other Entrepreneurship Projects. Under the overall guidance of the Project Director and the head of value chain the Agri Business Development Specialist shall deliver following tasks but not limited to

- Prepare strategic plan and project implementation modalities to reach the targets by end of the year 2026
- Prepare annual action plan; and measures should be taken to achieve the targets.

3. Livelihood Development Specialist (PS 03) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2019

A Brief Job Description:

The Livelihood Development Specialist (PS 03) will work under the direct supervision of the Head of Value Chain Development, Deputy Project Director and Project Director and will be responsible for the Livelihood Development related matters concerning SARP at the national level. He/ She will be responsible to liaise with Youth Entrepreneurship Development Specialist and Agri Business Development Specialist to identify households benefitting from Livelihood Resilience activities including those with potential for scaling-up for investments for inclusion of small farmers organized into business-oriented Farmer Producer Organizations (FPO) across all six districts and all the other related works in SARP implementing areas in close collaboration with stakeholders, private sector, and all related parties, to deliver Women/Youth/ and other Entrepreneurship Projects. Under the overall guidance of the Project Director and the head of value chain the Livelihood Development Specialist shall deliver following tasks but not limited to

- Prepare guidelines for the implementation of Livelihood Development Program – 16,900 House Holds for implementation.

- Contribute to prepare AWPB and Procurement plan as per the requirements given and attend meetings to finalize proposals. Respective Specialist is responsible for the duties assigned and accountable for the budget allocated.
- Prepare strategic plan and project implementation modalities to reach the targets by end of the year 2026 in relation to Livelihood Resilience activities.

4. Natural Resource Management and Environment Safeguard Specialist (PS 03) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2019

A Brief Job Description:

The Natural Resource Management and Environment Safeguard Specialist (PS 03) will work under the direct supervision of the Head of Value Chain Development, Deputy Project Director and Project Director and will be responsible for the Natural Resource Management and Environment Safeguard related matters concerning SARP at the national level. He/ She will be responsible for coordinating and managing the social, environment, and climate change aspects of project implementation - including, watershed planning, soil and water conservation, climate- resilient agriculture, and community forestry.

5. Communication & Knowledge Management Officer (PS 04) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2019

A Brief Job Description:

The Communication & Knowledge Management Officer will work under the direct supervision of the Monitoring & Evaluation Specialist, Deputy Project Director and Project Director and in close collaboration with staff in the Project Management Unit (PMU), the Communication and Knowledge Management (Comm and KM) Officer is responsible for designing and implementing the overall communications and knowledge management strategy of the project. The Comm and KM Officer will deliver the strategy in a professional manner, in accordance with the project documents, guidelines and agreements made between the project financiers and stakeholders. The Comm and KM Officer will ensure the effective and timely implementation of the strategy, delivery of quality outputs, and achieve outcomes with maximum impact to project beneficiaries.

6. Office Assistants - 02 positions - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2019

A Brief Job Description:

The Office Assistant will provide administrative and clerical support to ensure the smooth day-to-day operations of the Smallholder Agribusiness and Resilience Project.

The role includes handling filing, record keeping, correspondence, office supplies, and assisting with meetings and routine administrative tasks.

The Office Assistant will also carry out any other duties assigned by the Staff members of the Project.

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. 01/2019 dated 05th March 2019.
- 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 and e-mail to procurementsarp@gmail.com on or before **05th January 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>)

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

21st December 2025

Terms of Reference (TOR)

Communication and Knowledge Management Officer (PS 04 – Category A)

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.

Scope of work:

Under the broad guidance and direct supervision of the Project Director and in close collaboration with staff in the Project Management Unit (PMU), the Communication and Knowledge Management (Comm and KM) Officer is responsible for designing and implementing the overall communications and knowledge management strategy of the project. The Comm and KM Officer will deliver the strategy in a professional manner, in accordance with the project documents, guidelines and agreements made between the project financiers and stakeholders.

The Comm and KM Officer will ensure the effective and timely implementation of the strategy, delivery of quality outputs, and achieve outcomes with maximum impact to project beneficiaries.

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

- Design, implement and monitor a communications and KM strategy for SARP in consultation with the Project Director, relevant PMU staff and the relevant IFAD officials;
- Improving visibility and branding of SARP;
- Ensure brand visibility and integrity of financiers in SARP communications;
- Ensure alignment with IFAD best practices and guidelines on communications and KM in all project communications activities;
- Maintain and manage SARP's social media pages and website with timely updates with relevant content, ensuring digital presence and visibility;
- Support the PD and PMU technical specialists in building the SARP website;
- Bringing in innovative best practices for the effective dissemination of information for awareness and visibility purposes;
- Provide content to the IFAD country team for developing subject matter reports, blogs, web stories, case studies, etc. as needed;
- Advise and support the PMU in preparing policy documents as needed and relevant; and
- Any other communication and knowledge management duties assigned by the PD.

- *Advocacy and awareness:*
 - She/he will work closely with the stakeholders, beneficiaries to ensure that relevant programme materials such as human interest stories, proposals, factsheets, infographics etc. are developed and disseminated to target groups through relevant media and network channels.
- *Media Relations:*
 - Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web etc.) within and outside Sri Lanka to increase coverage of project in the media (print, broadcast and digital). Specific activities may include:
 - Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate;
 - Day-to-day updates and maintenance of SARP website and social media sites (Facebook, Twitter and YouTube) such as daily monitoring, posting and content development.
- *Knowledge Management:*
 - Prepare knowledge products and policy material in collaboration and with advice from the PD and technical specialists.
- *SARP Brand and Communications:*
 - Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor reports, supplements, calendars, briefing notes, human interest stories, picture stories, videos, etc. and develop an archive.
- *Events/campaigns:*
 - Support organization of workshops, seminars, campaigns, events and project review meetings.
 - Support with Monitoring and Evaluation measures on communications related deliverables.
- Any other duties assigned by the project director

Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree preferably in Communications, journalism, public relations, social sciences or any other degree relevant to the 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

With

At least Seven (07) years post qualifying experience in Managerial Level.

2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field.

With

At least seven (07) years post qualifying experience in Class III/II post

Other Required Qualifications and Experiences

- Demonstrated knowledge and ability to develop, promote, implement, monitor and evaluate communication and KM strategies and methods;
- Proficient knowledge of social media platforms, including Twitter, Facebook, YouTube, LinkedIn and Instagram;
- Experience in developing and maintaining webpages;
- Desirable: Proficiency in graphic design software and multimedia content creation tools;
- Ability to write and edit for different media and audiences;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet;
- Familiarity with database management and office technology equipment;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Ability to work and adapt professionally and effectively in a challenging environment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
- 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 01/2019

Location and period of execution

The Communication and Knowledge Management 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.

Education Qualifications

Bachelor degree or equivalent in Communications, journalism, public relations, social sciences or another relevant field