



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 59.57 Mn.

Applications are invited from citizens of Sri Lanka for the below mentioned positions of for Project Management Unit at Battaramulla and Hub offices (Nikaweratiya and Medawachchiya).

1. **Engineer (Category D) - 01 Position at PMU**
2. **Senior Procurement Officer (Category E) – 03 Positions at PMU**
3. **Senior Management Information System (MIS) Officer (Category E) – 01 Position at PMU**
4. **Senior Monitoring & Evaluation Officer (Category E) – 01 Position at PMU**
5. **Finance Officer (Category F) – 02 Positions at PMU**
6. **Finance and Administration Officer (Category F) – 02 Positions at PMU & Nikaweratiya HUB**
7. **Project Secretary (Category F) – 01 Position at PMU**
8. **Audit Assistant (MT 1 – 2025) - 02 Positions at PMU**

Salary Scale: Based on the Management Services Circular 01/2026.

General Conditions are applicable to the Above - Mentioned Positions.

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

All applicants are requested to forward their applications along with a Curriculum Vitae, including details of two non-related referees, and copies of all relevant certificates. Applicants who are currently employed in the Government or Semi-Government sector should forward their Curriculum Vitae, including details of two non-related referees and copies of all relevant certificates, through the Head of their institution. All applications should be sent by registered post to the address given below on or before 12th April 2026.

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

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



Recruitment of
Senior Procurement Officer (Category E) – 03 Positions
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 Procurement Officer (Category E) and as per Management Service Department (MSD) Circular Number 01/2026 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 01/2026 dated 02nd February 2026.

1. Senior Procurement Officer (Category E) - Project Management Unit

Qualifications and experience:

Based on the Management Services Circular 01/2026

A Brief Job Description:

The Senior Procurement Officer will work under the direct supervision of the Senior Procurement Specialist, Deputy Project Director & Project Director and in close collaboration with staff in the Project Management Unit (PMU). He/ She will coordinate the procurement function based on GoSL and IFAD guidelines and procedures.

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. 01/2026 dated 02nd February 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 **12th April 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**

29th March 2026

Terms of Reference (TOR)

Senior Procurement Officer (Category E) – 03 Positions

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 Procurement Officer work under the guidance of the Senior Procurement Specialist and will coordinate procurement activities of SARP. He/ She will coordinate the procurement function based on GoSL and IFAD guidelines and procedures. The position will be based at the project implementation unit in Colombo with traveling to project locations whenever necessary.

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

- In collaboration with other members of the PMU, DOA and DAD government officials at District level and implementing partners, prepare a procurement plan for works, goods and services required by the project and submit same for approval by the GoSL and IFAD along with the Annual Work Plan and Budget (AWPB).
- Identify the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors and keep PC abreast on this;
- Prepare and collate Bid and contract documents for specific procurements according to GOSL and IFAD guidelines
- Establish a register of qualified suppliers and consultants and periodical updates per project advertisements and consultant request;
- Maintain the contract register and regularly update the same with monitoring data on progress of all contracts
- Prepare procurement documents and facilitate procurement for the SARP following guidelines specified in the Project Implementation Manual (PIM). These will include procurement procedures for Goods, Works and Services, community-based procurement procedures, internal control, reconciliation and dispute resolution, risk management, post-procurement, audit and monitoring, etc.
- Review the final contracts and supervise timely distribution of all relevant procurement and contract documents;
- Assist establishing a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- Assist establishing a performance a procurement filing system, and supervise the efficiency, security and effectiveness of its use;
- Update through online IFAD Procurement System (OPEN system)

- Assist in handling Project procurement related complaints, including logging and recording, notifying the IFAD. and preparing response to the complaints, including in the preparation of qualitative justifications for settlement of disputes with consultants and suppliers;
- Contribute to the preparation of work plans, planning of budget and composing of budget applications jointly with the accountant;
- Review and coordinate the preparation of Technical Specifications and Terms of Reference concerning procurement activities, as well as review and finalize Terms of Reference prepared by lead technical experts;
- Verify the payment documents under contracts for the supply of goods and services jointly with the financial management specialist;
- Report in writing to the Senior Procurement Specialist/ Project Director/ Deputy Project Director on potential or actual violation of contractual terms by contractors and service providers for appropriate sanctions
- Undertake any other duties assigned by the Project Director, Deputy Project Director and Senior Procurement Specialist.

Qualifications/Experience Required:

1. A successfully completed Batchelor’s Degree related to the Procurement or any other field which is recognized by the University Grants Commission of Sri Lanka.

With

At least Four (04) 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 Four (04) 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 Level6 issued by a Technical & Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to technical field

With

At least 09 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 14 years of experience in the required area of specialization.

Other Required Qualifications and Experiences

- A Master's degree related to the Procurement or professional procurement certification (e.g., Diploma in Public Procurement & Contract Administration, 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 01/2026

Location and period of execution

The Senior Procurement 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 01/2026.