



# 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](http://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  
Project Secretary (Category F)  
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 Project Secretary (Category F) 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 02<sup>nd</sup> February 2026.

**1. Project Secretary (Category F) - Project Management Unit**

**Qualifications and experience:**

Based on the Management Services Circular 01/2026

**A Brief Job Description:**

The Project Secretary will work under the direct supervision of the Project Director. He/ She is responsible for providing comprehensive secretarial, administrative, and coordination support to the Project Director and project management team to ensure the smooth and efficient implementation of project activities in compliance with government rules, donor guidelines, and project 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 02<sup>nd</sup> 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 **12<sup>th</sup> 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](mailto:procurementsarp@gmail.com) Phone: 0112770998**

**29<sup>th</sup> March 2026**

## **Terms of Reference (TOR)**

### **Project Secretary (Category F)**

#### **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 Project Secretary will work under the direct supervision of the Project Director. He/ She is responsible for providing comprehensive secretarial, administrative, and coordination support to the Project Director and project management team to ensure the smooth and efficient implementation of project activities in compliance with government rules, donor guidelines, and project procedures.

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

#### **Secretarial & Administrative Functions**

- Provide secretarial and administrative support to the Project Director and Deputy Project Director
- Draft, type, edit, and format official letters, memos, emails, reports, and minutes in both Sinhala/Tamil and English where required.
- Maintain proper filing systems (both physical and electronic) for correspondence, records, and project documents in line with government regulations.
- Manage incoming and outgoing correspondence, ensuring timely follow-up and action.

#### **Coordination & Office Management**

- Coordinate meetings, workshops, and official events, including preparation of agendas, invitations, minutes, and follow-up actions.
- Maintain appointment schedules, meeting calendars, and travel arrangements for the Project Director and relevant officers.
- Liaise with line ministries, departments, provincial/district offices, consultants, and other stakeholders as instructed.

#### **Records & Information Management**

- Maintain registers for files, correspondence, vehicle movements, leave, and other administrative records as required.
- Assist in maintaining confidential records and ensure information security and proper document control.
- Support preparation and updating of project databases, contact lists, and reporting trackers.

### **Support to Project Operations**

- Assist in the preparation of progress reports, procurement documents, and administrative submissions.
- Provide clerical support for procurement, finance, and human resource-related documentation as assigned.
- Support compliance with government circulars, DMS guidelines, and project operational manuals.

### **Other Duties**

- Perform any other duties assigned by the Project Director or authorized officer relevant to the position and project needs
- Responding to correspondence, emails, and other messages etc.
- Undertake any additional tasks and responsibilities that may be assigned by the Project Director or Deputy Project Director.

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

1. Having passed the G.C.E. (O/L) examination in six subjects with four credit passes including English and Sinhala/ Tamil Languages  
**And**  
A Secretarial Course from a recognized institution or pursuing examinations leading to Chartered Secretary  
**With**  
At least 04 years of experience in relevant field  
**Or**
2. A Chartered Secretary with at least 03 years of experience in the relevant field.

### **Other Required Qualifications and Experiences**

- A Bachelor degree or professional certification is an added advantage.
- Experience in public sector procurement. Prior experience with Foreign funded is highly preferred.
- Strong knowledge of Government rules and regulations
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- 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 Project Secretary 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.