



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 establish a dedicated Project Management Unit (PMU) at central level and two regional hubs for 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.

- 1. Accountant (Category D1) – 01 Position at PMU (Battaramulla)**
- 2. Communication and Knowledge Management Officer (Category D) – 01 Position at PMU (Battaramulla)**
- 3. Audit Assistant (MT 1 – 2025) - 01 Position at PMU (Battaramulla)**

Salary Scale: Based on the Management Services Circular 02/2026.

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 27th July 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
Audit Assistant (MT 1 - 2025) – 01 Position
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 Audit Assistant (MT 1 - 2025) and as per the Public Administration Circular Number 10/2025, 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.

1. Audit Assistant (MT 1 – 2025) - Project Management Unit

A Brief Job Description:

The Audit Assistant will work under the supervision of the Internal Auditor, Deputy Project Director and Project Director. The Internal Audit Assistant will support the Internal Audit function of SARP by assisting in reviewing financial, procurement, administrative, and operational activities to ensure compliance with Government Financial Regulations, project agreements, donor guidelines, and internal control systems.

General Conditions:

- Age Limit – should not be 18 years not more than 45 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 Public Administration Circular No. 10/2025.
- 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 **27th July 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**

19th July 2026

Terms of Reference (TOR)

Audit Assistant (MT 1 - 2025) – 01 Position

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 Audit Assistant will work under the supervision of the Internal Auditor, Deputy Project Director and Project Director. The Internal Audit Assistant will support the Internal Audit function of SARP by assisting in reviewing financial, procurement, administrative, and operational activities to ensure compliance with Government Financial Regulations, project agreements, donor guidelines, and internal control systems.

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

Audit Support Functions

- Assist in planning and conducting internal audit assignments for PMU and field offices.
- Support financial, procurement, asset, and compliance audits as per approved audit plans.
- Collect, verify, and analyze financial and operational data for audit purposes.

Financial and Compliance Review

- Examine vouchers, payment documents, advances, settlements, and bank reconciliations.
- Review compliance with Government Financial Regulations, Procurement Guidelines, and donor requirements.
- Assist in reviewing payroll, allowances, and other staff-related payments.

Procurement and Asset Audits

- Assist in auditing procurement processes, including bidding, evaluation, contract awards, and payments.
- Verify physical assets, stores, inventories, and fixed asset registers.
- Support periodic stock and asset verification exercises.

Field-Level Audit Activities

- Participate in audit visits to regional and area offices, beneficiary sites, and project activities.
- Assist in verifying project outputs, works, goods, and services delivered under SARP.

Reporting and Documentation

- Assist in preparing draft internal audit reports, observations, and working papers.
- Maintain proper audit documentation and records.
- Follow up on previous audit observations and recommendations.

Risk Management and Internal Controls

- Assist in assessing internal control systems and identifying risks.
- Support recommendations to improve efficiency, transparency, and accountability.

Coordination and Support

- Coordinate with finance, procurement, administration, and technical divisions for audit-related matters.
- Assist during external audits conducted by the Auditor General or donor missions.

Other Duties

- Undertake any additional tasks and responsibilities that may be assigned by the Project Director, Deputy Project Director or Internal Auditor.

Qualifications/Experience Required:

1. Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects including
 - a. Sinhala / Tamil
 - b. Mathematics
 - iii. English Language (Only, if necessary, as per the entrusted duties)
2. Should have passed in at least three subjects except General Common Test at the General Certificate of Education (Advanced Level) Examination
3. Other required qualifications especial to the Post Following a course in a reputed institution regarding auditing activities and one year's experience in the relevant field in a reputed institution

And

(Following a course in Computer Word Processing / Typing recognized by the Tertiary and Vocational Education Commission or any other and equivalent level proficiency may be included as qualification at relevant times.)

Other Required Qualifications and Experiences

- Proven experience as Foreign funded projects or other international Agencies would be an added advantage
- Proven experience as audit field added advantage
- 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 Public Administration Circular 10/2025.

Location and period of execution

The Audit Assistant 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 02/2026.