



Vacancy - Programme Management Unit (PMU)

Smallholder Agribusiness Partnerships (SAPP) Programme is a project implemented under the Ministry of Mahaweli, Agriculture, Irrigation & Rural Development jointly funded by the Government of Sri Lanka (GOSL) and the International Fund for Agricultural Development (IFAD) with programme cost of US\$ 105 Million. SAPP is designed to contribute to Sri Lanka's smallholders' poverty reduction and competitiveness. It mainly focuses on the development of 4P (Public, Private, Producer, Partnerships) value chain projects in collaboration with private sector promoter companies and Farmers/ Farmer Organizations to develop production and marketing system with commercial orientation while increasing the income of rural communities for sustainable rural development. The programme is implemented islandwide.

The applications are invited from the citizens of Sri Lanka with the below mentioned qualifications to fill the following position of the Programme Management Unit of the Programme.

Post of Programme Secretary - 1 Post (PS 06)

Qualifications and Experience

1. Having passed G.C.E.(O/L) Examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language.

With

A Secretarial Course from a recognized institution or pursuing examinations leading to Chartered Secretary.

With

Minimum 05 years' experience in relevant field.

OR

2. A Chartered Secretary with at least 04 years' experience in relevant field.

(Working experience in a GOSL and donor funded project in a similar capacity is desirable)

**GENERAL CONDITIONS APPLICABLE FOR THE ABOVE
MENTIONED POSITION**

Languages: Excellent written and verbal communication skills in English and Sinhala. Working knowledge of another official language is desirable.

Computer Literacy: Hands-on experience of MS-Office (Word, Excel AND Power Point) is essential

Age Limit: Below 64 years by the closing date of application.

Salary Scale: Based on the Management Service Circular No. 01/2019 dated 05/03/2019

Location: Programme Management Unit (PMU) is in Rajagiriya.

Appointment: Appointment is made on contract basis in accordance with the Management Service Circular No. 01/2019 initially for 3 years, renewable annually based on the performance and will be subjected to 06 months probationary period.

Other Terms: The employee will be a member of the Employees' Provident Fund and Employees' 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 short listed 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.

SUBMISSION OF APPLICATIONS

Applications giving all particulars of qualifications, experience and other relevant information with two non-related referees should be sent under registered cover with the name of the post as appearing in the advertisement written on the top left hand corner of the envelope to the Programme Director, Smallholder Agribusiness Partnerships Programme, No. 475, 3rd Floor of ONYX Building, Sri Jayawardanapura Mawatha, Rajagiriya or by an e-mail (info@sapp.lk) within 14 days of this advertisement date.

Applicants employed in Govt. Departments, State Corporations, Boards and Authorities should send their applications through the Heads of their respective organizations.

**Programme Director ,
Smallholder Agribusiness Partnerships Programme (SAPP)
No. 475, 3rd Floor, ONYX Building,
Sri Jayawardanapura Mawatha,
Rajagiriya.**