



Ministry of Plantation Industries
Smallholders Tea and Rubber Revitalization Project



VACANCIES

Applications are invited from suitable Sri Lankan citizens for the following posts in the Project Management Unit (PMU) in Colombo the Smallholder Tea and Rubber Revitalization project (STARR) funded by the Government of Sri Lanka and the international Fund for Agricultural Development (IFAD).

Project areas are Ampara, Monaragala, Badulla, Galle, Matara, Kandy, Nuwara-Eliya and Rathnapura. Project duration is 6 years (2016 - 2022). Objective of the project is to develop more productive profitable and resilient economic activities of tea and rubber smallholders in the project area.

MONITORING & EVALUATION COORDINATOR - 1 Post (PS 4)

Roles and Responsibilities:

The M&E Coordinator will be responsible for designing and implementing the M&E activities of the Project; assisting the Project Director in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

Experience and Qualifications Required:

1. A successfully completed Bachelor's Degree in the field of Economics, Commerce, Business Administration, Management, Accounting, Agriculture or any other relevant field which is recognized by the University Grants Commission. **Or**
2. A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field. **Or**
3. A professional qualification successfully completed from recognized professional Institute in the relevant field. **And**
4. At least 07 years post qualifying experience in the field of Monitoring & Evaluation. **With**
5. At least 07 years experience in the field of Monitoring & Evaluation

Other Requirement:

1. At least 5 years' experience in monitoring and evaluation, preferably with donor funded projects.
2. Experience in training and organizational development programming preferred.
3. Experience with MicroSoft Office products, especially Outlook, Word, Excel and Power Point (experience with Access and MS Project a plus), especially the ability to design and operate multi-level and linked spreadsheets.
4. Experience in survey design, data cleaning, analysis, interpretation and reporting, Good written and verbal communication skills in English. Knowledge of international fund organization reporting procedures recommended.
5. Ability to provide effective on the job and semi-formal training to staff and partners.
6. Ability to work on several issues at once (multi-task) and meet deadlines.
7. Commitment to social inclusion and ability to work with diverse range of actors and identity groups.

COMMUNITY DEVELOPMENT OFFICER (CDO) - 1 Post (PS -5)

Roles and Responsibilities:

This position will include planning, developing, coordinating, implementing and evaluating a range of community initiatives, as determined by STARR Project. These initiatives will be applied by using community development strategies (Result based community development) and working collaboratively with TSPs and develop sustainable partnerships. Assist in development of strategies for enhancement of community development and facilities, deemed by PMU as appropriate for community needs. Ensure the achievement of Project goals.

Experience and Qualifications Required:

- 1) A Bachelor's Degree in the field of HR, Economics, Commerce, Business Administration, Management, Accounting, Agriculture, Social Science or any other relevant field which is recognized by the University Grants Commission. **OR** 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. **And**
At least 04 years experience in the required area of specialization
- 2) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission For a post related to Technical field. **And**
At least 09 years experience in the required area of specialization
- 3) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. **And**
At least 14 years experience in the required area of specialization

BUSINESS DEVELOPMENT OFFICER (BDO) - 1 Post (PS-5)

Roles and Responsibilities:

The business development officer is responsible to support, lead, grow and manage the portfolio of the small and medium enterprises, product value chain, private sector engagement and risk sharing initiatives based on natural, climate related and economic shocks in the tea replanting and rubber new planting sector. The business development officer position will include provide technical and strategic support to the long-term livelihood and humanitarian interventions initiated by STARR Project.

- 1) A Bachelor's Degree in the field of Marketing, Economics, Commerce, Business Administration, Management, Accounting, Agriculture, Social Science or any other relevant field which is recognized by the University Grants Commission. **OR** 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. **And**
At least 04 years experience in the required area of specialization
- 2) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. **And**
At least 09 years experience in the required area of specialization
- 3) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. **And**
At least 14 years experience in the required area of specialization

PROJECT SECRETARY - (PS 6) 01 Post (Colombo)

The role of Project Secretary is to co-ordinate and provide secretarial administrative support to Project Director and project teams. A resourceful and flexible approach is required. The person is to be able to work on their own initiative, be self-motivated and proactive. The position requires high degree of responsibility, discretion and confidentiality.

Educational Qualification and Experience:

1. Having passed the G.C.E. (O/L) 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
At least minimum 04 years experience in the relevant field. **Or**
2. A Chartered Secretary with 03 years experience in the relevant field.

Method of Selection:

Shortlisted applicants based on qualification and experience will be called for placement test and an interview.

Salary:

- ❖ PS 4 Level - Rs. 115,000/- per month in terms of Management Services Circular No. 01/2019 of 15th March 2019.
- ❖ PS 5 Level - Rs. 85,000/- per month in terms of Management Services Circular No. 01/2019 of 15th March 2019.
- ❖ PS 6 Level - Rs. 57,000/- per month in terms of Management Services Circular No. 01/2019 of 15th March 2019.

Other Benefits:

- ❖ The contribution towards the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF) by the Programme is 12% and 3% respectively and the employee has to contribute 8% from his salary for EPF.

Terms of Employment:

- ❖ All appointments will be on contract basis renewable annually subject to satisfactory performance appraisals and need of the project. Extension of the contract will be considered based on performance evaluation.
- ❖ Age below 65 years

Applications stating full particulars of qualifications, experience and other relevant information and names, addresses and contact numbers of two non-related referees should be sent under registered cover indicating the post on the top left-hand corner of the envelope to the Project Director, Project Management Unit (PMU), Smallholder Tea and Rubber Revitalization (STARR) Project - Ministry of Plantation Industries, 1st Floor, Zimantira Building, No. 465, Ganahena, Baththaramulla on or before 23 March 2020.

Copies of all certificates should be sent along with application. Originals of certificates should be produced at the interviews.

Applicants employed in Government Departments, State Corporations, Boards, Authorities and Projects should send their applications through the head of the respective institution with the recommendation regarding the release of the applicant in terms of the relevant section of the Management Service Circular No. 01/2019 of 15th March 2019.

Further information on Smallholder Tea and Rubber Revitalization and the above positions can be obtained by visiting www.starr.lk the website of the Smallholder Tea and Rubber Revitalization Project.

**Project Director
Smallholder Tea & Rubber Revitalization Project (STARR)**