



# National Agribusiness Development Program (NADeP)

## Development and Special Projects Unit – Presidential Secretariat

### International Fund for Agricultural Development (IFAD) Assist

## Vacancies for Project Management Unit (PMU)

The National Agribusiness Development Program (NADeP) is implemented under the Development and Special Project Unit of the Presidential Secretariat and it has been funded by a credit facility from the International Fund for Agricultural Development (IFAD). NADeP is designed in a way to respond to the government policy of promoting Private, Public, Producer partnership (4P) in agribusiness development in order to assist rural smallholder agri producers which would increase their incomes through the participation of marketing chain development process and ultimately facilitate the rural economic development through agribusiness related activities.

The applications are hereby invited from citizens of Sri Lanka for positions mentioned below.

### Posts:

1. Deputy Program Director(Agribusiness)	01 Vacancy (PS 2)
2. Deputy Program Director(Legal and Administration)	01 Vacancy (PS 4)
3. Internal Auditor	01 Vacancy (PS 4)
4. Deputy Program Director(Finance)	01 Vacancy (PS 4)
5. ICT Officer	01 Vacancy (PS 5)
6. Information Communication Assistant	01 Vacancy (PS 6)
7. Agribusiness Development Specialist/Consultant (Full time)	02 Vacancies
8. Agronomics – Specialist/Consultant (Part time)	02 Vacancies
9. Micro Finance Specialist/Consultant	01 Vacancy
10. Procurement – Specialist/Consultant	01 Vacancy
11. Office Assistant	01 Vacancy
12. Driver	02 Vacancies

## Post of Deputy Program Director (Agribusiness)

### Qualifications and Experience

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission

### WITH

At least 09 years post qualifying experience at Managerial level out of which 04 years should be in the senior Managerial level.

2. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission

### AND

A post graduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field

### WITH

- At least 07 years post qualifying experience in Managerial Level,  
3. Class 1 officer of a Government All Island Services or a similar status in the relevant field.

### WITH

At least 06 years' experience in the Class 1 post.  
Advance University Degree in Business Management will be an added Qualifications.  
Preference will be given to candidates those who have experience in working with donor funded projects, value chain development activities and familiarity with project development, implementation and supervision. Candidates should have a vast knowledge and exposure in current issues in agribusiness and able to provide up to date professional advice on business operations, management information and other related agriculture services.

## Deputy Programme Manager (Legal & Administration)

### Qualifications and Experience

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.

### AND

- At least 06 years post qualifying experience in relevant field.  
2. An officer of the Government All Island Services Class III/ II or above or a similar status in the relevant field.

### WITH

At least 05 years' experience in Class II / III post and candidates who has experience in rural development.  
Preference will be given to candidates those who have experience in working with donor funded projects.

## Internal Auditor

### Qualifications and Experience

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.

### AND

- At least 06 years post qualifying experience in relevant field.  
2. An officer of the Government All Island Services Class III/ II or above or a similar status in the relevant field.

### WITH

At least 05 years' experience in Class II / III post.  
Experience in Project Auditing will be given priority.

## Deputy Programme Manager (Finance)

### Qualifications and Experience

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.

### AND

- At least 06 years post qualifying experience in relevant field.  
2. An officer of the Government All Island Services Class III/ II or above or a similar status in the relevant field.

### WITH

At least 05 years' experience in Class II / III post.  
Preference will be given to candidates those who have experience in working with donor funded projects,  
He/she will be responsible for all financial matters related to the Programme including preparation of Annual Budgets, Project Accounts, Procurement Plans and various types of financial reports for related project in order to ensure the availability of funds for the smooth operation of programme.

## Monitoring & Evaluation Specialist/Consultant

### Qualifications and Experience

1. A Bachelor's Degree in the relevant field recognized by the University Grants Commission

### AND

2. A minimum of (10) years' experience in relevant development work at the national level in providing advice and hands-on experience in designing, implementing, monitoring and evaluating development projects including log frame and M&E Systems.  
Preference will be given to candidates those who have experience in working with donor funded projects.

## Micro Finance - Specialist/Consultant

### Qualifications and Experience

1. University Degree in Business Management, Accounting, Finance or a related field and/or post graduate qualification in similar discipline
2. Minimum 10 years of post-qualification experience in micro finance or bank institutions ideally with some high management level responsibility.  
Preference will be given to candidates those who have worked in donor funded projects and familiarity with developing and/or marketing micro finance lending products, particularly for self-help groups and women and in the agriculture or related sectors.

## ICT Officer

### Qualifications and Experience

1. A Bachelor's or Master Degree in the relevant field which is recognized by the University Grants Commission.

### OR

2. Having obtain 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 03 years' experience in the required area of specialization.  
3. Having obtain 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 08 years' experience in the required area of specialization.  
4. Having obtain 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 08 years' experience in the required area of specialization.  
Preference will be given to candidates those who have experience in developing MIS and web applications, web designing, networking, hardware working a foreign funded project.

## Information Communication Technology Assistant

### Qualifications and Experience

Candidates should possess a degree / Higher Diploma in IT and 3 years of experience in Graphic designing (Photoshop, CorelDraw, and other Graphic designing packages) and knowledge on HTML and php languages. Typing English language is essential and familiarity with typing Sinhala and Tamil language would be an added advantage. Experience in Computer Hardware and software would be an added qualification.

## Agribusiness Development Specialist/Consultant

### Qualifications and Experience

1. A advanced Degree in Business Management, Agro-economics, Development Studies, Marketing Management and/or post graduate qualification in related field. Preferable with a first degree in Agriculture.

### WITH

2. 3 Years of professional experience in the area of business and project development ideally with some higher management level responsibility.
3. Familiarity with project development, project appraisal/evaluation, implementation and supervision.  
Preference will be given to candidates those who have worked in donor funded agriculture related projects in Sri Lanka.

## Agronomist – Consultant

### Qualifications and Experience

1. B.Sc. in Agricultural Economics, preferable with a first degree in Agriculture.
2. Post graduate Degree in Economics or Agronomy.
3. At least 15 years of relevant experience in Agriculture/Agronomy
4. Familiarity with project development, project appraisal/evaluation, implementation and supervision

### AND

5. Exposure to current issues in Agriculture and agri business  
Preference will be given to candidates those who have experience in working with donor funded projects.

## Procurement Specialist / Consultant

### Qualifications and Experience

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.

### WITH

- At least 08 years' experience post qualifying experience at Managerial Level out of which 04 years should be senior Managerial Level
2. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.

### AND

A postgraduate Degree or full membership of a recognized professional institution in the relevant field

### WITH

- At least 06 years post qualifying experience in Managerial Level
3. Class 1 officer of a Government All Island Services or a similar status in the relevant field.

### WITH

- At least 05 years' experience in the Class 1 post.  
Preference will be given to candidates those who have experience in procurement work in donor funded projects.

## Office Assistant

### Qualifications and Experience

1. Having passed the G.C.E. (O/L) examination in six (6) subjects with two (2) credit passes including Sinhala/ Tamil, Mathematics

### WITH

Two years' experience as office Assistant in Public or private sector.

## Driver

### Qualifications and Experience

1. Having passed the G.C.E. (O/L) examination in six (6) subjects
- 5 years solid driving experience.
- Good mechanical knowledge and holding a valid (Motor Coaches) driving license

## GENERAL CONDITIONS FOR THE ABOVE MENTIONED POSTS

**Age Limit** - Below 65 years by the closing date of application. (Age limit will not be considered for the Post of Specialist/Consultants).

**Salary Scale** – Based on the Management Service Circular No. 01/2016 of the Treasury

**Location** - Project Management Unit (PMU) is in Colombo. However, extensive traveling to project locations are involved.

**Proficiency in other Languages** – Post 1 – 10 written and spoken English language is must with sound knowledge in Microsoft office packages. Proficiency in Tamil Language will be an added qualification.

## Terms of Employment

The appointment will be on contract basis and all conditions in the Management Services Circular No. 01/ 2016 of 24.03.2016 will apply in relation to the appointment for said posts.

## Other Benefits

Employees' Provident Fund contribution by the Project 12% against 8% by the Employee plus and additional contribution of 03% towards Employees Trust Fund.

## METHOD OF SELECTION

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.

Applications giving all particulars of qualifications, experience and other relevant information and 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 Programme Director, National Agribusiness Development Programme, No. 41, 1st Floor of Renuka Building, Janadhipathi Mawatha, Colombo 01 or by an e-mail (secretary@nadep.lk) within 14 days of this Advertisement date.

Applicants employed in Govt. Departments, State Corporations, Board and Authorities should send their applications through the Head of their respective organization.

Programme Director,  
National Agribusiness Development Programme,  
No. 41, 1st Floor, Renuka Building,  
Janadhipathi Mawatha,  
Colombo 01.  
Tel No: 011 2431389