

VACANCY

Early Childhood Development Project (ECDP) Funded by the World Bank

The Project

The GOSL in collaboration with the World Bank has decided to provide program support for Early Childhood Development through the Ministry of Women and Child Affairs (MWCA). The GOSL currently has an embryonic ECD program (framework) encapsulated in different policy and plan documents including the National Policy on Early Childhood Care and Development the National Plan of Action for Children of Sri Lanka.

The plantations component of project which is facilitated by Plantation Human Development Trust (PHDT) is seeking suitable qualified candidate for the following position.

Post of Deputy Project Director

Required Qualifications and Experience:

- A minimum of 15 years working experience in public and or private sector in senior managerial position.
- A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission
- with**
- At least 11 years post qualifying experience at Managerial level out of which 05 s's, years should be in the Senior Managerial level.
- Or**
- A Bachelor's Degree which is recognized by the University Grants Commission
- And**
- A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field with at least 09 years post qualifying experience in Managerial Level.

Added Qualification:

- A minimum of 15 years working experience in public and or private sector in senior managerial position.

Professional Competencies:

- Organize and shows competency in both implementation and delegation of work
- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to government and development partners (World Bank).
- Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector.
- Ability to plan, implement and monitor complex and diverse activities of the Project.
- Ability to promote local / foreign stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project.
- Effectiveness in analysing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy including Word, Excel, email and the Internet.
- Strong communications, interpersonal and public relations skills.
- Experience in conducting projects in the plantation sector is preferable.
- Experience in working on World Bank funded projects would be advantageous.

Age: Below 55 years

Reporting Authority: The Director General, PHDT

Key Tasks :

- Coordinate and monitor day-to-day implementation of task under the project by the various implementation teams and agencies as specified in the Project Operations Manual and Project Appraisal Document (PAD).
- Supervise the staff of the coordinating unit in the discharge of their duties.
- Organize meetings with the various agencies as required. Record minutes of these meetings and submit to PD/PMU and the World Bank
- Prepare and distribute consolidated periodic reports to the World Bank and PMU/MWCA.
- As required, take actions to expedite project activities. Monitor official documents and contracts as they pass through the approval processes;
- In a timely fashion, prepare and submit to relevant government institutions and the Bank of annual audit reports of project expenditure and accounts;
- Coordinate among the various implementing agencies to ensure accurate and timely compilation of annual plans and budgets, achievements of targets / indicators by each project components;
- Facilitate the preparation of the World Bank standard Project Implementation Completion Report (ICR);
- Carefully manage the records and official documents of the project.
- Visit the field frequently and update reporting Authority of Progress.
- Organize participation of the Project Coordination Unit in periodic joint reviews of the ECD project that will take place on terms guided by the Project Appraisal Document and Project Operation Manual.

Completed resume should be sent to the below address by registered post within 14 days of this advertisement indicating the position on the top left corner of the envelope.

**THE SENIOR DIRECTOR
ADMINISTRATION & HRD**

Plantation Human Development Trust

No. 427/14, Robert Gunawardena Mawatha Battaramulla

Web: www.phdt.org