

MINISTRY OF PLANTATION INDUSTRIES

Smallholder Tea & Rubber Revitalization Project (STaRR)

VACANCIES

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

Project Details

Project areas are Ampara, Monaragala, Badulla, Galle, Matara, Kandy, Nuwaraeliya and Rathnapura. Project duration is 6 years. (2016 – 2021) Objective of the project is to develop more productive, profitable and resilient economic activities of tea and rubber smallholders in the project areas. The components of the project are: (A) Tea small holders Development (B) Rubber small holders Development (C) Rural Finance, and (D) Project Management component.

01. PROCUREMENT COORDINATOR – 01 POST (PS4) Colombo

Job Description:

- ♣ Prepare procurement guidelines and procedures following the GOSL and IFAD guidelines on procurement;
- ♣ Procure of Goods, Services and Civil works for the project;
- ♣ Prepare and update the annual procurement plan;
- ♣ Prepare the bidding documents necessary with technical specifications;
- ♣ Conduct Technical evaluation and approval of bids, records for goods, services and civil works;
- ♣ Assist to maintain Contract management with the senior management of the project;

Experience and Qualifications Required:

- 1) A successfully completed Bachelor's Degree in the field of Economics, Commerce, Business Administration, Management, Accounting or any other relevant field which is recognized by the University Grants Commission.

Or

A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field.

Or

A professional qualification successfully completed from recognized professional Institute in the relevant field.

And

At least 07 years post qualifying experience in the relevant field.

- 2) And officer of the Government All Island Services Class III/II or above or similar status in the relevant field.

With

At least 07 years experience in Class II/III post.

Salary:

- ♣ Rs: 115,000/- per month in terms of Management Services Circular No. 01/2016 of 24th March 2016.

02. TRAINING COORDINATOR – 01 POST (PS4) Colombo

Job Description:

- ♣ Organize, and conduct training programmes for project beneficiaries, officials of implementation partners (TSHDA, and RDD) and project staff (ie. Management and Financial Assistants and other supporting staff) in Eight project operating districts;
- ♣ Organize and conduct seminars, workshops and conferences for the STaRR project stakeholders, including bankers, and other participants with PPP Linkage Coordinator;
- ♣ Support with Senior Management of the STaRR project to determine training needs from the grass root level to the Senior management level of the STaRR project;
- ♣ Write training manuals and other materials for new training programs; review, evaluate, and modify existing and proposed programmes, and recommends appropriate changes;
- ♣ Conduct training programmes and collect data and analyze results and revise the training programmes and prepare training evaluation reports; and
- ♣ Makes presentations when necessary and documenting progress reports on trainings conducted through the STaRR project

Experience and Qualifications Required:

- 1) A successfully completed a Bachelor's Degree in the field of Economics, Commerce, Business Administration, Management, Accounting or any other relevant field, which is recognized by the University Grants Commission

Or

A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field

Or

A professional qualification successfully completed from recognized professional Institute in the relevant field.

And

At least 07 years post qualifying experience in the relevant field.

- 2) And officer of the Government All Island Services Class III/II or above or similar status in the relevant field.

With

At least 07 years experience in Class II/III post.

Salary:

- ♣ Rs: 115,000/- per month in terms of Management Services Circular No. 01/2016 of 24th March 2016.

**03. BUSINESS DEVELOPMENT OFFICER – 03 POSTS (PS5)
Kandy, Nuwaraeliya and Galle districts**

Job Description:

- ♣ Frequent coordination with the private and public stakeholders of the STaRR project;
- ♣ Initiating/ Planning/Organization/Directing and monitoring the business development plans/models for the selected beneficiaries in Tea and Rubber smallholder societies;
- ♣ Provide technical and financial guidelines to the beneficiaries through the respective Organizations.
- ♣ Ensure income generation activities among the beneficiaries by introducing appropriate business models.
- ♣ Perform and guide as a change agent to develop the business activities, value chains and supply chains among the small holders in the tea and rubber sectors to improve their livelihood development.

Experience and Qualifications Required:

- 1) A successfully completed Bachelor's Degree in the field of Economics, Commerce, Business Administration, Management, Accounting or any other relevant field, which is recognized by the University Grants Commission.

Or

A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field

Or

A professional qualification successfully completed from recognized professional Institute in the relevant field.

Or

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 04 years experience in the required area of specialization

- 2) 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 09 years experience in the required area of specialization

- 3) 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 14 years experience in the required area of specialization

Salary:

- ♣ Rs: 85,000/- per month in terms of Management Services Circular No. 01/2016 of 24th March 2016.

04. COMMUNITY DEVELOPMENT OFFICER – 02 POST (PS5) Nuwaraeliya and Badulla districts

Job Description:

- ♣ Setting up of farmer groups providing training and capacity building of rural communities.

Experience and Qualifications Required:

- 1) A successfully completed a Bachelor's Degree in the field of Social Science, Economics, Management or any other relevant field, which is recognized by the University Grants Commission

Or

A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field

Or

A professional qualification successfully completed from a recognized professional Institute in the relevant field

OR

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 04 years experience in the required area of specialization

- 2) 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 09 years experience in the required area of specialization

- 3) 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 14 years experience in the required area of specialization

Salary:

- ♣ Rs: 85,000/- per month in terms of Management Services Circular No. 01/2016 of 24th March 2016.

05. ICT OFFICERS – 02 POSTS (PS5) Colombo

Job Description:

- ♣ Develop a MIS and GMIS for the STARR project to track the progress of the project components;
- ♣ Develop a project database(for tea, rubber and rural finance),its website, email system etc. to facilitate e-governance of the project;
- ♣ Project Equipment – Configuration and routine Maintenance of project network and Computer systems;
- ♣ Assist to procure and Maintenance of Computer Software within the PMU and the DPMCs;
- ♣ Maintain a user friendly environment for users of project Data and Information and other stakeholders;
- ♣ Training of project staff on MIS/GMIS, and data collection;
- ♣ Documenting of project progress reports, seasonal reports, annual reports etc.

Experience and Qualifications Required:

- 1) A successfully completed Bachelor's Degree in Computer Science/ Information and Communication Technology/ Computer Engineering or any other relevant field, which is recognized by the University Grants Commission

Or

A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field

Or

A professional qualification successfully completed from recognized professional Institute in the relevant field

OR

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 04 years experience in the required area of specialization

- 2) 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 09 years experience in the required area of specialization

- 3) 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 14 years experience in the required area of specialization

Salary:

- ♣ Rs: 85,000/- per month in terms of Management Services Circular No. 01/2016 of 24th March 2016.

06. PROJECT SECRETARY – 01 POST (PS6)Colombo

Job Description:

- ♣ Provide full secretarial and admin support to the Project Director to ensure the smooth functioning of the project operations;
- ♣ Take minutes of meetings, prepare reports and maintain records for the operations and project team, and distribution of minutes at project meetings as required;
- ♣ Develop and maintain document control processes for the efficient management of the project;
- ♣ Maintain proper and user friendly filing and document control system for recording and taking of all documents for the project team in the Project management Unit (PMU);
- ♣ Support the Project Director in daily admin roles and assist to keep stock of stationary supplies for the project;
- ♣ Perform data-entry, recording, presentation, printing and filing duties;

Experience and Qualifications Required:

- 1) Having Passed the 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 04 years experience in relevant field.

- 2) A chartered Secretary with 03 years experience in relevant field.

Salary:

- ♣ Rs: 57,000/- per month in terms of Management Services Circular No. 01/2016 of 24th March 2016.

Other Benefits:

- ♣ The contribution towards the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF) by the Project 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. Extensions will be considered based on performance

- ♣ 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 **Secretary, Ministry of Plantation Industries, 11th floor, 2nd Stage, Sethsiripaya, Battaramulla** or should be sent to the E-mail address starrprojectcareers@gmail.com on or before 2017.04.05 Copies of all certificates should be sent along with the applications. 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.01/2016 of 24 March 2016.

Applications received are shortlisted and only successful application will be called for a structured interview.

Further information on Smallholder Tea and Rubber Revitalization and the above positions can be obtained by visiting www.plantationsindustries.gov.lk the website of the Ministry of Plantation Industries.

SECRETARY
MINISTRY OF PLANTATION INDUSTRIES