

VACANCIES

Asian Development Bank (ADB) funded Mahaweli Water Security Investment Program (MWSIP) – Stage II Ministry of Agriculture, Livestock, Lands and Irrigation

Applications are hereby invited from suitably qualified citizens of Sri Lanka, for the following posts in **Program Management Unit (PMU), Project Implementation Unit (PIU) - Madatugama and Project Implementation Unit (PIU) - Moragahakanda** to be employed on contract basis.

Posts and Job Profiles	Qualification & Experience
<p>Project Management Unit (PMU) 1) Project Director (Category A – 01 Post)</p> <p>Job Profile Overall Management of PMU and ensure implementation of all project activities of Mahaweli Water Security Investment Program – Stage 2 Project as planned and achievement of expected results. Cordially and positively interact, coordinate, and cooperate with all stakeholders of the project including ADB/IFAD/OPEC/Co-Financers and Ministry of Agriculture, Livestock, Land & Irrigation. Provide Leadership to the staff of PMU and PIUs ensure maintenance of optimum efficiency and effectiveness.</p>	<p>1) A Bachelor’s Degree in the relevant field and A Post Graduate Degree (Masters) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field. with At least 15 years of post – qualifying experience in the relevant field at a managerial level, out of which 08 years should be at a senior managerial level.</p> <p>2) Corporate/ Fellow membership of a recognized professional body in the relevant field with At least 13 years of post-qualifying experience in the relevant field at a managerial level, out of which 07 years should be in a senior managerial level.</p> <p>Salary Level: Category A - Rs. 400,000– (2 x 15,000) Rs. 430,000</p>
<p>Project Management Unit (PMU) 2) Deputy Project Director (Engineering) (Category B – 01 Post)</p> <p>Job Profile Take all necessary action to ensure that the project is implemented as planned and achieve objectives without exceeding the estimated costs and time limits.</p>	<p>1) A Bachelor’s Degree in the relevant field and A Postgraduate degree (Masters) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with At least 14 years of post-qualifying in the relevant field at a managerial level, out of which 07 years should be in a senior managerial level.</p> <p>2) Corporate/ Fellow membership of a recognized professional body in the relevant field with At least 12 years of post-qualifying experience in the relevant field at a managerial level, out of which 06 years should be in a senior managerial level.</p> <p>3) Class I officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership obtained from a recognized professional body in the relevant field with At least 06 years of experience in a Class I post.</p> <p>Salary Level: Category B - Rs. 370,000 – (2 x 10,000) Rs. 390,000</p>

<p>Project Implementation Unit (PIU) - Madatugama</p> <p>3) Head of PIU – Engineering (Category C – 01 Post)</p> <p>Project Implementation Unit (PIU) - Moragahakanda</p> <p>4) Head of PIU – Engineering (Category C – 01 Post)</p> <p>Job Profile</p> <p>Take all necessary action to ensure that the project is implemented as planned and achieve objectives without exceeding the estimated costs and time limits.</p>	<p>1) A Bachelor’s Degree in the relevant field and A Postgraduate degree (Masters) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with At least 13 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>2) Corporate/ Fellow membership of a recognized professional body in the relevant field with At least 10 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>3) Class I officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership obtained of a recognized professional body in the relevant field. with At least 05 years of experience in a Class I post.</p> <p>Salary Level: Category C - Rs. 285,000 – (2 x 10,000) Rs. 305,000</p>
<p>Project Management Unit (PMU)</p> <p>5) Senior Civil Engineer (Category C – 02 Post) Job Profile</p> <p>Monitor the progress of each contract package providing the technical information related to construction, and the necessary information to Senior management with recommendations on appropriate action to address issues and problems which hinder the progress and achievement of targets and objectives. Coordinate between consultants and PMU to assist PIU staff on project implementation to overcome difficulties connected to obtain services from external agencies.</p> <p>6) Senior Earth Resources Engineer (Category C – 01 Post) Job Profile</p> <p>Monitor of all blasting activities of North Central Province Canal Project and ensure quality and safety. Review design reports and other technical reports relating to NCPCP and certify them as correct and appropriate.</p> <p>7) Senior Mechanical Engineer (Category C – 01 Post) Job Profile</p> <p>Management of all Mechanical functions of the Project in accordance with agreements entered into between the Employer/ PMU and contractors through coordination and cooperation, providing assistance and guidance to ongoing activities and to resolve emerging problems, and maintaining relevant records towards the achievement of result as scheduled.</p> <p>8) Senior Civil Engineer (Contract Management)</p>	<p>1) A Bachelor’s Degree in the relevant field and A Postgraduate degree (Masters) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with At least 13 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>2) Corporate/ Fellow membership of a recognized professional body in the relevant field with At least 10 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>3) Class I officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership obtained of a recognized professional body in the relevant field. with At least 05 years of experience in a Class I post.</p> <p>Salary Level: Category C - Rs. 285,000 – (2 x 10,000) Rs. 305,000</p>

<p>(Category C – 02 Post)</p> <p>Job Profile</p> <p>Management of all contract in accordance with agreements entered into between the Employer/ PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintaining relevant records towards the achievement of results as scheduled.</p>	
<p>9) Procurement Specialist (Category C – 01 Post)</p> <p>Job Profile</p> <p>Design the procurement procedure for the MWSIP Stage 2 Project ensuring that procurement activities will not cause any hindrance to the progress of planned activities. Carry out activities connected with all procurements for implementation of the Project and ensure that goods, services (including consultants) are available on time. This includes finalization of bidding documents, advertising for bids (National & International) bid opening, appointment of TEC, preparation of contract documents, bid evaluations up to award the Contracts and all other work connected therewith in terms of Procurement Procedures of GOSL and ADB/IFAD.</p> <p>10) Environment Specialist (Category C – 01 Post)</p> <p>Job Profile</p> <p>Formulate the environment safeguard strategy for the project and ensure effective implementation. Review all documents related to the project and ensure all activities are carrying out in accordance with environment regulations and environment management plan. Interact with Central Environment Authority and ensure necessary approvals are obtained. Maintain records relating to environment aspects of the Project.</p> <p>11) Land Acquisition & Resettlement Specialist (Category C – 01 Post)</p> <p>Job Profile</p> <p>Develop resettlement and social safeguard systems and apply as per ADB and GOSL guidelines. Establish effective Grievance handling system and other related works. Prepare Cabinet papers regarding benefits to affected parties to meet ADB and National Involuntary Resettlement Policy. Build and maintain an effective network of connections in the echo system of resettlement and safeguard activities.</p> <p>12) Communication Specialist (Category C – 01 Post)</p> <p>Job Profile</p> <p>Develop, update, and implement a communication plan with the approval of PD – PMU implement all communication activities effectively to create awareness among the stakeholders including communities living within the project areas about the benefits of these projects and also to create awareness about these programs nationwide. Manage stakeholder communication in a manner that stakeholder support is available towards effective implementation of the project.</p>	<p>1) A Bachelor’s Degree in the relevant field and A Postgraduate degree (Masters) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with At least 13 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>2) Corporate/ Fellow membership of a recognized professional body in the relevant field with At least 10 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>3) Class I officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership obtained of a recognized professional body in the relevant field. with At least 05 years of experience in a Class I post.</p> <p>Salary Level: Category C - Rs. 285,000 – (2 x 10,000) Rs. 305,000</p>

<p>13) Monitoring and Evaluation (M & E) Specialist (Category C– 01 Post) Job Profile</p> <p>Develop and implement an effective Monitoring and Evaluation system to ensure implementation of project as planned within the specified time and budget. Collect relevant data/information regularly and submit progress reports to PD/PMU. Take appropriate action to ensure project implementation as scheduled.</p>	
<p>Project Implementation Unit (PIU) - Madatugama 14) Senior Engineer (Civil) (Category C – 01 Post)</p> <p>Project Implementation Unit (PIU) - Moragahakanda 15) Senior Engineer (Civil) (Category C – 01 Post)</p> <p>Job Profile</p> <p>Management of all contracts in accordance with oral and written agreements entered between the PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintaining relevant records towards the achievement of results as scheduled.</p> <p>Being the Point of contract at PIU for all contractual matters of the related contract handled by the PIU.</p> <p>Ensure that the projects are planned, organized, and resources managed resources to ensure that projects are completed on time, within budget, and to the required quality standards.</p>	<p>1) A Bachelor’s Degree in the relevant field and A Postgraduate degree (Masters) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with At least 13 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>2) Corporate/ Fellow membership of a recognized professional body in the relevant field with At least 10 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>3) Class I officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership obtained of a recognized professional body in the relevant field. with At least 05 years of experience in a Class I post.</p> <p>Salary Level: Category C - Rs. 285,000 – (2 x 10,000) Rs. 305,000</p>
<p>16) Finance Manager (Category C1 - 01 Post)</p> <p>Job Profile</p> <p>Introduce and maintain appropriate accounting systems and practices and manage financial resources prudently in accordance with Financial Regulations, and other relevant government circular instructions and the guidelines of the ADB/IFAD/Co-financers.</p>	<p>1) A Bachelor’s Degree in the relevant field and Associate Membership in the relevant field obtained from a recognized professional body. with At least 13 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>2) Fellow membership in the relevant field obtained from a recognized professional body with At least 10 years of post-qualifying experience in the relevant field at a managerial level.</p> <p>3) Class I officer of a government All island services or a similar status in the relevant field and Associate Membership of a recognized professional body in the relevant field. with At least 05 years of experience in a Class I post or a similar status in the relevant field.</p>

	<p>Salary Level: Category C1 - Rs. 285,000 – (2 x 10,000) Rs. 305,000</p>
<p>Project Management Unit (PMU)</p> <p>17) Procurement Engineer (Category D – 03 Post) Job Profile</p> <p>A Procurement engineer is expected to analyzes and selects suppliers, negotiates prices and contracts, and manages the procurements process from acquisition to delivery to meet project and company needs. Their duties include conducting market research, monitoring inventory, ensuring compliance, collaborating with engineering teams, and resolving supplier issues. While specific duties vary, core responsibilities center on securing necessary materials and services efficiently while minimizing costs and maintaining standards.</p> <p>18) Civil Engineer (Category D – 02 Post) Job Profile</p> <p>Management of all contracts in accordance with viable and written agreements entered into between the PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintaining relevant records towards the achievement of results as scheduled. Review the designs contractual related activities with consultation of the PMDSC and attend functions related to contract management under the direction of Senior Engineer.</p> <p>19) Civil Engineer (Contract Management) (Category D – 01 Post) Job Profile</p> <p>Management of all contracts in accordance with oral written agreements entered between the PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintaining relevant records towards the achievement of results as scheduled.</p> <p>20) Earth Resources Engineer (Category D – 01 Post) Job Profile</p> <p>Monitor of all blasting activities of North – Central Province Canal Project and ensure quality and safety. Review design reports and other technical reports relating to NCPCP and certify them as correct and appropriate.</p>	<p>1) A Bachelor’s Degree in the relevant field and Associate Membership in the relevant field obtained from a recognized professional body with At least 09 years of post-qualifying experience in the relevant field.</p> <p>2) Class II/III officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership/ similar qualification in the relevant field obtained from a recognized professional body with At least 09 years of experience in a Class II/III post or a similar status in the relevant field.</p> <p>Salary Level: Category D - Rs. 240,000 – (2 x 10,000) Rs. 260,000</p>

<p>Project Implementation Unit (PIU) - Madatugama</p> <p>21) Civil Engineer (Category D – 02 Post) Job Profile</p> <p>Management of all contracts in accordance with orals and written agreements entered into between the PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintain relevant records towards the achievements of results as scheduled.</p> <p>22) Civil Engineer (Category D – 02 Post) Job Profile</p> <p>Management of all contracts in accordance with orals and written agreements entered into between the PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintain relevant records towards the achievements of results as scheduled.</p> <p>23) Earth Resources Engineer (Category D – 03 Post) Job Profile</p> <p>Monitor of all blasting activities of North – Central Province Canal Project and ensure quality and safety. Review design reports and other technical reports relating to NCPCP and certify them as correct and appropriate.</p> <p>Project Implementation Unit (PIU) - Moragahakanda</p> <p>24) Civil Engineer (Category D – 03 Post) Job Profile</p> <p>Management of all contracts in accordance with orals and written agreements entered into between the PMU and contractors through coordination and cooperation, providing assistance and guidance to resolve emerging problems, and maintain relevant records towards the achievements of results as scheduled.</p> <p>25) Earth Resources Engineer (Category D – 01 Post) Job Profile</p> <p>Monitor of all blasting activities of North – Central Province Canal Project and ensure quality and safety. Review design reports and other technical reports relating to NCPCP and certify them as correct and appropriate.</p>	<p>1) A Bachelor’s Degree in the relevant field and Associate Membership in the relevant field obtained from a recognized professional body with At least 09 years of post-qualifying experience in the relevant field.</p> <p>2) Class II/III officer of a government All island services in a similar capacity or similar status in the relevant field and Associate Membership/ similar qualification in the relevant field obtained from a recognized professional body with At least 09 years of experience in a Class II/III post or a similar status in the relevant field.</p> <p>Salary Level: Category D - Rs. 240,000 – (2 x 10,000) Rs. 260,000</p>
<p>26) Project Accountant (Category D1 – 02 Post) Job Profile</p> <p>Attend to all financial activities by following Government of Sri Lanka rules, regulations, circulars, acts etc. deal with ADB/IFAD policies and guidelines. Coordinate with Government Auditors, Banks and ADB/IFAD officers.</p>	<p>1) Associate Membership of a recognized professional body in the relevant post of the field with At least 09 years of post-qualifying experience in the relevant field.</p> <p>2) Class II/III officer of a government All island services in a similar capacity or similar status in the relevant field with</p>

<p>27) Internal Auditor (Category D1 – 01 Post) Job Profile</p> <p>Check financial transactions physical progress of project implementation and report shortcoming are observed. Review internal control systems with regard financial accounting and management systems in implementation of the program. Monitor compliance with statutory requirements, guidelines and ADB requirements. Periodically submit review reports to the Secretary, MoALLI and PD/PMU for necessary action and ensure completion of projects in time and up to standard.</p> <p>28) Training Manager (Category D1 – 01 Post) Job Profile</p> <p>Conduct training needs surveys, determine training needs of individuals and teams, formulate and implement annual training plan, develop and implement in-house training programs to improve knowledge, skills and attitudes. Coordinate with local and foreign training institutions and arrange training opportunities to address training needs. Take follow-up action to assess the impact of training and performance improvement. Organize e-learning courses with the assistance of experts to update the knowledge of PMU and PIU staff.</p> <p>29) HR Manager (Category D1 – 01 Post) Job Profile</p> <p>Implement Human Resources functions such as strategic planning for staffing, conducting interview, and hiring personnel, induction training, maintaining personnel documentation, HRD, confirmation, promotion etc. and ensure that other administrative duties such as leave records performance appraisal systems, office discipline, determining compensation etc. are carried out efficiently.</p>	<p>At least 09 years of experience in a Class II/III post or a similar status in the relevant field.</p> <p>Salary Level: Category D1 - Rs. 240,000 – (2 x 10,000) Rs. 260,000</p>
<p><u>Project Management Unit (PMU)</u></p> <p>30) ICT Manager (Category E – 01 Post) Job Profile</p> <p>Handle all ICT related works including preparing specification for procuring computers & peripherals for PMU, PIU's and some for MDSC. Oversees the service and maintenance of all ICT related equipment and functions in PMU, PIU's</p> <p>31) Procurement Officer (Category E – 01 Post) Job Profile</p> <p>A procurement officer is responsible for strategically sourcing and acquiring goods and services for an organization, ensuring cost – effectiveness, quality and compliance. Key responsibilities include managing supplier relationships, negotiating contracts, developing and implementing procurement strategies, maintaining records, monitoring supplier performance, and contributing to cost – reduction efforts.</p> <p>Assist the procurement specialist and the Procurement Engineers in developing the procurement procedure and</p>	<p>1) A Bachelor's Degree in the relevant field with At least 06 years of experience in the required area of specialization.</p> <p>2) 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 Educational Commission for a post related to technical field with At least 06 years of experience in the required area of specialization</p> <p>3) 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 Educational Commission for a post related to technical field</p>

maintain it for the MWSIP to ensure that goods, services (including consultants) are available on time. This includes finalization of bidding documents, advertising, for bids (local & foreign) bid opening, appointment of TEC, preparation of contract documents and all other work connected therewith in terms of Procurement guidelines of GOSL and ADB

32) Technical Officer (Civil)
(Category E – 01 Post)

Job Profile

Supervise PMU office maintenance activities and report day to day issues to the PD/DPD/Admin Manager. Monitor and ensure quality of maintenance work executed and safety at the work sites. Plan the initial preparatory work for maintenance and identification of works for either execution by in-house team or by outsourcing.

Main Tasks include overseeing facility upkeep, managing maintenance staff and contractors, developing maintenance strategies and budgets, performing inspections and ensuring compliance with safety regulations. They are responsible for the proper function, repair, and replacement of equipment of equipment and physical assets, coordinating with other departments and maintaining the overall cleanliness and functionality of the office space and grounds.

33) Technical Officer (Mechanical)
(Category E) – 01 Post

Job Profile

Supervise PMU office maintenance activities and report day to day issues to the PD/DPD/Admin Manager. Monitor and ensure quality of maintenance work executed and safety at the work sites. Plan the initial preparatory work for maintenance and identification of works for either execution by in-house team or by outsourcing.

Main Tasks include overseeing facility upkeep, managing maintenance staff and contractors, developing maintenance strategies and budgets, performing inspections and ensuring compliance with safety regulations. They are responsible for the proper function, repair, and replacement of equipment of equipment and physical assets, coordinating with other departments and maintaining the overall cleanliness and functionality of the office space and grounds.

Project Implementation Unit (PIU) - Madatugama

34) Technical Officer
(Category E - 03 Post)

Job Profile

Supervise construction activities and report day to day issues to the PD/PIU. Monitor and ensure quality of work and safety at the work sites. Plan the initial preparatory work for upcoming construction activities.

35) Environment Officer
(Category E – 01 Post)

Job Profile

Implementation of grievance redress mechanism, overseeing mitigation of negative impacts on the environment and

with

At least 11 years of experience in the required area of specialization

- 4) 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 Educational Commission for a post related to technical field

with

At least 16 years of experience in the required area of specialization

Salary Level: Category E - Rs. 170,000 – (2 x 7,500) Rs. 185,000

monitoring aspects, maintain environment documentation and conduct environment awareness programs.

36) Monitoring and Evaluation Officer

(Category E – 01 Post)

Job Profile

Develop and implement an effective Monitoring and Evaluation System to ensure implementation of projects as planned within the specified time and budget. Collect relevant data/information regularly and submit progress reports to DPD. Take appropriate action to ensure project implementation as scheduled.

37) Communication Officer

(Category E – 01 Post)

Job Profile

Conduct meeting and awareness programs targeting stakeholders, community members/leaders, and other interested parties, to explain the benefits of the Project to the residents of the project area and seek their support for its implementation.

Develop brochures, video clips, and similar documents explaining the benefits of this project to the province and the nation.

38) GRM, Gender youth, Land, Social inclusion Officer

(Category E – 01 Post)

Job Profile

The GRM (Grievance Redress Mechanism), Land Acquisition and Re-Settlement Officer is daily monitors, facilitates and manages complaints and disputes related to land acquisition and involuntary resettlement through the Grievance Redress Mechanism (GRM) and Committee (GRC), ensures affected persons (Aps) receive fair compensation and assistance (entitlements), conducts community outreach to explain the GRM and project impacts, maintains detailed records, and collaborates with internal project teams and external stakeholders like the Valuation Department to ensure compliance with project and government policies for timely and equitable resolutions of issues.

Project Implementation Unit (PIU) - Moragahakanda

39) Technical Officer

(Category E – 04 Post)

Job Profile

Supervise construction activities and report day to day issues to the PD/PIU. Monitor and ensure quality of work and safety at the work sites. Plan the initial preparatory work for upcoming construction activities.

40) Environment Officer

(Category E – 01 Post)

Job Profile

Implementation of grievance redress mechanism, overseeing mitigation of negative impacts on the environment and monitoring aspects, maintain environment documentation and conduct environment awareness programs.

<p>41) Monitoring and Evaluation Officer (Category E – 01 Post) Job Profile</p> <p>Develop and implement an effective Monitoring and Evaluation System to ensure implementation of projects as planned within the specified time and budget. Collect relevant data/information regularly and submit progress reports to DPD. Take appropriate action to ensure project implementation as scheduled.</p> <p>42) Communication Officer (Category E - 01 Post) Job Profile</p> <p>Conduct meeting and awareness programs targeting stakeholders, community members/leaders, and other interested parties, to explain the benefits of the Project to the residents of the project area and seek their support for its implementation.</p> <p>Develop brochures, video clips, and similar documents explaining the benefits of this project to the province and the nation.</p> <p>43) GRM, Gender youth, Land, Social Inclusion Officer (Category E - 01 Post) Job Profile</p> <p>The GRM (Grievance Redress Mechanism), Land Acquisition and Re-Settlement Officer is daily monitors, facilities and manages complaints and disputes related to land acquisition and involuntary resettlement through the Grievance Redress Mechanism (GRM) and Committee (GRC), ensures affected persons (Aps) receive fair compensation and assistance (entitlements), conducts community outreach to explain the GRM and project impacts, maintains detailed records, and collaborates with internal project teams and external stakeholders like the Valuation Department to ensure compliance with project and government policies for timely and equitable resolutions of issues.</p>	
<p><u>Program Management Unit (PMU)</u></p> <p>44) Monitoring and Evaluation (M&E) Officer (Category F – 01 Post) Job Profile</p> <p>Develop and implement an effective Monitoring and Evaluation system to ensure implementation of projects as planned within the specified time and budget. Collect relevant data/information regularly and submit progress reports to DPD. Take appropriate action to ensure project implementation as scheduled.</p> <p>Plan and conduct monitoring and evaluation activities for ongoing projects (including baseline and end-line surveys, Post Distribution and post intervention Monitoring, mid – term and post – project evaluation etc. Carry out the cleaning, analyzing and visualizing of M&E data from different projects and programs.</p> <p>Monitoring & Evaluation (M&E) officer supports M&E system development, collects and analyzes data, and prepares reports</p>	<ol style="list-style-type: none"> 1) A Bachelor’s Degree in the relevant field with At least 04 years of experience in the required area of specialization. 2) 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 Educational Commission for a post related to technical field with At least 04 years of experience in the required area of specialization 3) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical & Vocational Training Institute accepted by

<p>to track project performance against objectives. Key duties include developing M&E frameworks and tools, conducting fields visits, ensuring data quality, generating progress reports, supporting stakeholders' communication and assisting with capacity building.</p> <p>45) Communication Officer (Category F – 01 Post) Job Profile</p> <p>Assist the Communication Specialist on developing and updating and implementation the communication plan Assist to develop communication activities efficiently to awareness among the stakeholders including communities living within the project area including awareness on the project benefits.</p>	<p>Tertiary and Vocational Educational Commission for a post related to technical field</p> <p style="text-align: center;">with</p> <p>At least 09 years of experience in the required area of specialization</p> <p>4) 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 Educational Commission for a post related to technical field</p> <p style="text-align: center;">with</p> <p>At least 14 years of experience in the required area of specialization</p> <p>Salary Level: Category F - Rs. 120,000 – (2 x 7,500) Rs. 135,000</p>
<p>46) Project Secretary (Category F – 01 Post) Job Profile</p> <ul style="list-style-type: none"> • Responding to correspondence, emails, and other messages etc. on the same day. • Important matters are immediately attended, secured and bring to the notice of the Program Director • Manage Program Director's office efficiently, keep tidy and clean, and well organized, and coordinate with visitor/ staff members coming to meet PD/PMU on prior appointment or else. • Maintain records on matters handled by the PD/PMU in an organized manner • Answer telephone calls coming to PD/PMU and respond properly • Maintain and secure confidential documents and protect them 	<p>1) Having passed G.C.E. (O/L) examination in six subjects with four credit passes including English and Sinhala/ Tamil Languages</p> <p style="text-align: center;">and</p> <p>At secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary</p> <p style="text-align: center;">with</p> <p>At least 06 years of experience in relevant field.</p> <p>2) A chartered Secretary with at least 05 years of experience in the relevant field.</p> <p>Salary Level: Category F - Rs. 120,000 – (2 x 7,500) Rs. 135,000</p>
<p>47) Management Assistant/Accounts Assistant/ Documentation Assistant – 35 Posts</p> <p style="margin-left: 40px;">PMU - 20 Post PIU (Madatugama) - 07 Post PIU (Moragahakanda) - 08 Post</p> <p>Job Profile</p> <p>Provide managerial and administrative assistance to ensure the efficient and effective functioning of the division/ unit/ section towards achievement of targets and objectives.</p>	<p>1) Passing the G.C.E. (O/L) examination in six subjects at one sitting with credit in Sinhala/ Tamil/English Language, Mathematics and two other Subjects</p> <p style="text-align: center;">And</p> <p>Passing G.C.E. (A/L) examination except the Common Examination</p> <p style="text-align: center;">With</p> <p>A minimum six – month computer applications course and two years of computer application experience</p> <p style="text-align: center;">With</p> <p>Minimum 06 of years of experience in relevant field</p> <p>2) A chartered secretary with at least 05 years' experience in relevant field.</p> <p>Monthly Salary: MN 2 – 2025 Grade III (As per the MSD circular No. 01/2026 and Public Administration Circular No. 10/2025)</p>

<p>48) Driver – 20 Posts</p> <p>PMU - 08 Post PIU (Madatugama) - 07 Post PIU (Moragahakanda) - 05 Post</p> <p>Job Profile</p> <p>Safely drive following traffic and road rules, and properly maintain, wash and clean (interior & exterior) vehicle, keep up to date relevant records (log book, service book and running chart, etc.) connected with the vehicle and drive as per instruction of superior officer/ Transport Officer.</p>	<ul style="list-style-type: none"> The Driver post applicants shall have at least a G.C.E. O/L pass in six subjects with two credit passes (including Sinhala or Tamil) Shall be Holding a valid driving license for private or hiring vehicles (Class B) or vehicle classes C and C1 Issued at least three years before the recruitment date. 05 years of experience as a vehicle driver is required. <p>Monthly Salary: PL 3 – 2025 Grade III (As per the MSD circular No. 01/2026 and Public Administration Circular No. 10/2025)</p>
<p>49) Office Aid/ Peon – 06 Posts</p> <p>PMU - 03 Post PIU (Madatugama) - 02 Post PIU (Moragahakanda) - 01 Post</p> <p>Job Profile</p> <p>Ensure a well-organized and efficient office environment by providing essential support to staff in their daily tasks. Assist in handling office supplies, documents and equipment while maintain cleanliness and orderliness to create a productive and pleasant workplace.</p>	<ul style="list-style-type: none"> Shall have passed the G.C.E. (O/L) examination in six subjects, including 02 credit passes in Sinhala/Tamil, Mathematics and English, not more than twice <p>Monthly Salary: PL 1 – 2025 Grade III (As per the MSD circular No. 01/2026 and Public Administration Circular No. 10/2025)</p>
<p>50) Labor – 07 Post</p> <p>PMU - 02 Post PIU (Madatugama) - 03 Post PIU (Moragahakanda) - 02 Post</p> <p>Job Profile</p> <p>A sanitary laborer in Sri Lanka performs tasks to ensure public health and cleanliness includes collecting and disposing of waste, cleaning public areas like markets and streets, maintaining sanitation facilities such as latrines, and assisting in environmental health programs under the guidance of superior officers and Public Health Inspector (PHIs). They follow official guidelines from the Ministry of Health Sri Lanka and are expected to work diligently to prevent disease and maintain a safe environment for the community.</p>	<ul style="list-style-type: none"> Shall have passed the G.C.E. (O/L) examination in six subjects, including 02 credit passes, with five subjects in a single sitting. An ability to do simple plumbing work <p>Monthly Salary: PL 1 – 2025 Grade III (As per the MSD circular No. 01/2026 and Public Administration Circular No. 10/2025)</p>
<p>51) Bungalow Keeper – 02 Post</p> <p>PIU (Madatugama) - 01 Post PIU (Moragahakanda) - 01 Post</p> <p>Job Profile</p> <p>Ensure the official bungalow kept well-organized and clean by providing essential items available when staff visit during their official visits.</p>	<ul style="list-style-type: none"> Shall have passed the G.C.E. (O/L) examination in six subjects, including 02 credit passes, with five subjects in a single sitting. Basic qualification or experience in food preparation and housekeeping is required. <p>Monthly Salary: PL 2 – 2025 Grade III (As per the MSD circular No. 01/2026 and Public Administration Circular No. 10/2025)</p>

***Cost of living allowance will be paid in addition to the salary specified above as per MSD Circular No. 01/2026.**

General Conditions

1. Applicants should be below 64 years of age.
2. All officers are expected to perform their duties in liaison and coordination activities with relevant Government Organizations and other agencies.
3. Work experience in foreign funded projects in Sri Lanka will be an added advantage.
4. Proficiency in English, familiarity with government regulations and computer literacy are essential prerequisites for these posts.
5. Employment contracts are for one-year renewable annually based on performance and the requirement of the programs/ projects.
6. Government approved salary scales with allowances as per the Management Services Circular No. 01/2026 and any revisions thereafter.

Applications:

The applicants are requested to forward their applications along with their Curriculum Vitae giving educational, professional qualifications and experience with two contacts of non-relative referees in registered post **on or before 16.02.2026** to reach the address given below and **indicate the post applied for, on the top left-hand corner of the envelope.**

**Addl. Secretary (PPM Unit),
Ministry of Agriculture, Livestock, Land & Irrigation,
10th Floor,
Sri Lanka Mahaweli Authority Building,
No. 500,
T.B. Jayah Mawatha,
Colombo 10.**

Shortlisted applicants based on highest qualification & experience, will be called for an interview and selection will be based on merit. Therefore, **any influence or making representation for the recruitment process could be resulted for rejection of the application.** Copies of the certificates to prove basic qualifications should be attached with the application and all the incomplete applications will be rejected.

Applicants who are in the Government / Semi Government Sector should forward their applications through their respective Heads of Departments.

**Secretary,
Ministry of Agriculture, Livestock, Land & Irrigation
"Mihikatha Medura",
Land Secretariat,
No. 1200/6,
[Rajamalwatta Avenue](#),
Battaramulla,
Sri Lanka.**