

MINISTRY OF PLANTATION INDUSTRIES
SMALLHOLDER PLANTATIONS ENTREPRENEURSHIP
DEVELOPMENT PROGRAMME
(SPEnDP)

Vacancies

Applications are invited from qualified citizens of Sri Lanka for following posts in the **Programme Management Unit (Hed Office - Colombo), Sub Programme Management Units (Kandy and Moneragala)** of the Smallholder Plantations Entrepreneurship Development Programme (SPEnDP) funded by the Government of Sri Lanka and the International Fund for Agricultural Development (IFAD)

01. Programme Coordinator (01 Post) Programme Management Unit - Colombo

Job Description :

- (i) Overall Coordination of the Programme
- (ii) Facilitation on implementation of District Based Programmes
- (iii) Preparation of Annual Work Programmes, budgets and procurement plan
- (iv) Developing systems for Monitoring, Evaluation and Performance tracking
- (v) Identification of constraints and implementation issues and
 - a) Advise Sub Programme Managers
 - b) Intervene with implementation partners; and
 - c) Alert decision making authorities
- (vi) Maintenance of regular communications

Qualifications and Experience

Bachelor's Degree in the field of Engineering, Science, Law, Economics, Commerce, Agriculture, Business Administration/ Management, Accounting or any other relevant field, with minimum of 15 years experience of which 08 years should be in a Senior Managerial Level.

OR

Bachelor's Degree or any other qualification recognized as equivalent and a Post Graduate Qualification (Masters/ Diploma) in the relevant field or Corporate Membership of a recognized professional institution in the relevant field with minimum of 12 years post qualification experience in the Managerial level.

02. Sub Programme Manager (01 Post)

Sub Programme Management Unit - Kandy

Job Description :

- (i) The overall planning Implementation, co-ordination and monitoring of the Programme in the respective Sub-Programme area.
- (ii) Negotiating and entering into Implementation agreements with the Contracted Implementation Agencies of the Private, Public and NGO sectors.
- (iii) Analyzing the impact and ensuring timely and appropriate reporting and auditing
- (iv) Operating the respective SPMU Programme Account, including replenishment thereof, to ensure sufficiency of funds at local level for programme Implementation.
- (v) Overall Coordinating of the day-to-day management of the Sub Programme. **Qualifications and Experience :**

Postgraduate qualifications (Masters or above) in the field related to Management, Public Administration or any other relevant field with a 10 years of post qualification experience in Senior Managerial Level.

OR

A class I officer of the Government all Island services with minimum of 8 years experience in Class I with managerial experience.

03. Rubber Plantation Specialist / Inter - Cropping and Agro Forestry Specialist - (01 Post) Sub Programme Management Unit - Moneragala

Job Description : 6

- (i) Advising, assisting, training and facilitation of Village Rubber Development Clusters (VRDC) of smallholders on land preparation, soil rehabilitation, rubber cultivation from planting stage to the tapping levels and regular monitoring and follow up.
- (ii) Ensuring proper maintenance of VRDC rubber plantation in particular, immature rubber.
- (iii) Regular contacts with Rubber Research Institute, Rubber Development Department, Wellassa Rubber Company and other relevant research and extension organizations and transfer technical know how and knowledge to VRDCs.
- (iv) Identify and introduce interventions to increase the yields, productivity, efficiency and overall production of rubber and inter crops.
- (v) Introduce a mechanism to ensure regular availability of extension and technical assistance to VRDCs
- (vi) Introduce a system to enhance and supplement and fill the gaps in the present extension system.
- (vii) Establish new private nurseries and strengthen existing nurseries in Moneragala district
- (viii) Identification and introduction of crops, institutions and

methods for inter cropping and promotion of commercially viable cash crops such as fruits, organic farming, dairy which are acceptable to VRDCs, recommended by RRI and RDD and available marketing facilities.

- (ix) Promotion of linkages with commercial and business entities.
- (vii) Co-ordination with relevant agencies to ensure timely availability of subsidy and other inputs to VRDCs.

Qualifications and Experience:

Postgraduate qualifications (Masters or above) in a field related to Agriculture, Plantation, Agronomy or any other field related to Rubber Plantation with a minimum of 8 years of post qualification experience in promotion of Agriculture / plantation activities.

OR

An officer of the Government all Island Service Class II/ I or similar status with minimum of 8 years experience in Class II/ I level in the relevant field.

**04. Administrative / Procurement Officer (3 Posts)
National Programme Coordinating Unit - Colombo,
Sub Programme Management Units - Kandy and Moneragala**

Job Description

- i. Supervision of all matters related to Administration and Operations of the Sub Programme Management Unit.
- ii. Coordination and facilitation to ensure smooth operation of the office.
- iii. Familiarization with procurement guidelines and procedures of National Procurement Agency and IFAD and adaption of those procedures and guidelines in all procurement work.
- iv. Assist Programme Manager and the Programme Accountant on all procurement matters.
- V. Preparation of Annual Procurement plan, following up and ensuring achievement of planned targets.
- vi. Preparation of Requests for Proposals, Terms of Reference, Bid Documents, Contract documents, Agreements, MOUs etc.
- vii. Preparation of a schedule of meetings of Sub Programme Procurement Committee (SPPC), keeping records of SPPC meetings, conveying the decisions and follow up.
- viii. Following up of decisions and correspondences made by the Management.

Qualifications and Experience :

- (a) A Bachelor's Degree in a field related to Management, Procurement,

Finance and minimum of 8 years experience in a reputed organization in areas of Procurement and Administration.

OR

- (b) Certificate / Diploma of a duration not less than 2 years in one of the fields referred to at (a) above offered by a recognized institution and minimum of 12 years post qualification experience in Administration and Procurement related activities.

Terms of Employment

The appointment will be on contract basis initially for a period of one year with possibility of renewal upon satisfactory performance and project requirements.

Other Benefits

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

Applications stating full particulars of qualifications, experience and other relevant information with names of two non-related referees should be sent under registered cover indicating the post applied for on the top left-hand corner of the envelope to **the Secretary, Ministry of Plantation Industries, No.55/75, Vauxhall Lane, Colombo 02**, on or before **31st May 2010.**

Originals or copies of certificates or any other documents should not be attached to the application. Candidates should be prepared to produce them at the interview. Only the short listed candidates will be called for the interview. Applicants employed in Government Departments or Statutory Bodies or Projects should submit their applications through the Heads of the respective institutions with a recommendation regarding the release of the applicant specifying the relevant section of Management Services Circular No.33 of 5th April 2007 and 33(1) of 20th December 2009 if selected.

*Those who have applied for the above posts in pursuance of the paper advertisement published in Silumina Newspaper in November 2009, need not apply again.

Secretary

Ministry of Plantation Industries

No.55/75, Vauxhall Lane,

Colombo 02.