



# Smallholder Agribusiness Partnerships Programme (SAPP)



## Ministry of Agriculture and Plantation Industries

### VACANCIES Programme Management Unit (PMU)

Smallholder Agribusiness Partnerships (SAPP) Programme is a project implemented under the Ministry of Agriculture jointly funded by the Government of Sri Lanka (GOSL) and the International Fund for Agricultural Development (IFAD). The total programme cost is US\$ 105 Million and it is designed to contribute to Sri Lanka's smallholders' poverty reduction and competitiveness.

Applications are called from citizens of Sri Lanka with the below mentioned qualifications to fill the following positions of the Programme Management Unit.

#### ICT Assistant - (SAPP) 01 post - MT 1

The ICT Assistant would be responsible for providing key MIS support for Programme Officers and stakeholders. S/he would involve in Database Management, website maintenance and designing of Programme Promotional materials.

#### Qualifications/Experience Required:

1. Diploma in Information Technology from a recognized institution with minimum of 02 years post qualifying IT based experience.

**OR**

Certificate of proficiency not below than NVQ level 7 in Information Communication Technology with minimum of five (05) years post qualifying IT based experience in a reputed establishment.

University Degree (Bachelor's Degree) in Computer Science, Information Technology, Information Management would be an asset.

Hands on Experience in designing applications, Photoshops, In-designing, Web designing etc. and ability to maintain Database Management System (DBMS), Monitoring and Information System (MIS) and LAN/NAN will be added qualifications.

#### Experience

2 to 3 years' experience in networking and communication, MIS helpdesk are required. Experience in working with secured information system is preferable.

**Note:** Working experience in a similar or higher capacity in a donor funded project would be considered a significant advantage.

**Please visit the website ([www.sapp.lk](http://www.sapp.lk)) for Terms of References (TOR) and other information.**

#### General Conditions applicable for the above mentioned position

**Age Limit** - Below 64 years by the closing date of applications.

**Salary Scale** - Based on the Management Service Circular No. 01/2019 of the Treasury.

**Location** - Programme Management Unit (PMU) is in Nawala Road, Rajagiriya. However, extensive traveling to project locations is involved.

**Languages** - Proficiency in written and verbal communication skills in English and Sinhala are must with sound knowledge in MS Office packages. Proficiency in Tamil Language will be an added advantage.

**Appointment:** Appointment is made on contract basis in accordance with the Management Services Circular No. 01/2019, renewable annually based on the performance and will be subjected to 06 months probationary period.

#### Other terms

The employee will be member of the Employees' Provident Fund and Employees' Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

#### Method of Selection

Only 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 with all particular details on qualifications, experiences and other relevant details together and names of two non-related referees should be sent by registered post to the **Programme Director, Smallholder Agribusiness Partnerships Programme (SAPP), No.212/A, Nawala Road, Rajagiriya** or by an e-mail ([careers@sapp.lk](mailto:careers@sapp.lk)) within 14 days of this Advertisement date.

The name of the post applied for should be mentioned in the upper left corner of the envelope / subject line of the email message.

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

#### **Programme Director**

**Smallholder Agribusiness Partnerships Programme (SAPP)  
No. 212/A, Nawala Road,  
Rajagiriya**