



Expressions Of Interest (EOI)



Selection of Individual Consultant
Ministry of Agriculture, Livestock, Lands and Irrigation
Smallholder Agribusiness and Resilience Project (SARP)

Calling EOI for hiring of the following positions on Consultancy Basis.

- 1. Head of Value Chain Development (01 position) - Project Management Unit.**
- 2. Human Resource and Administration Manager (01 position) - Project Management Unit.**
- 3. Human Resource and Administration Officer (01 position) - Project Management Unit.**
- 4. MIS Officer (01 position) - Project Management Unit.**
- 5. Agriculture & Livestock Officer (01 position) - Matale District**

The closing date for the submission of application will be **8th December 2024**

Please visit www.sarp.lk for more details about the required qualifications, experience, and as well as the application procedure.

Project Director,
Smallholder Agribusiness and Resilience Project,
No. 2/2/1, Kandewaththa Road, Pelawaththa, Battaramulla.

24th November 2024

Terms of Reference (TOR)

Human Resource and Administration Manager Individual Consultant -Full Time Basis

1. Background

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka. It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins.

Scope of Work

Under the overall guidance of the Project Director the Human Resource and Administration Manager will:

- Develop, implement, and manage HR policies, procedures, and best practices in alignment with the organization's goals and legal requirements.
- Oversee recruitment and staffing processes, including job postings, interviews, and onboarding of new employees.
- Manage employee relations and resolve HR-related issues, including grievances and conflicts.
- Coordinate performance appraisal systems and employee development programs.
- Maintain and update employee records, ensuring compliance with relevant regulations.
- Administer compensation and benefits programs, including salary reviews and benefits management.
- Provide advice and guidance to managers on employee-related matters.

Training and Development:

- Identify training and development needs within the organization.
- Organize and coordinate training sessions, workshops, and seminars to develop employees' skills and competencies.
- Foster a culture of continuous learning and development.

Compliance and Reporting:

- Ensure adherence to labor laws, regulations, and organizational policies.
- Prepare and maintain reports related to HR metrics, such as turnover, absenteeism, and staff satisfaction.
- Handle statutory compliance issues including employee insurance, tax, and other related documentation.

Administration Management:

- Oversee the administrative functions of the organization, including office supplies, facilities management, and overall office upkeep.
- Coordinate and supervise administrative staff to ensure the smooth operation of office activities.
- Manage and maintain office equipment, technology, and infrastructure.
- Develop and implement office safety and security protocols. Any other duties assigned by the project director

Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree preferably in Human Resource Management / Administration or any other degree relevant to the field which is recognized by the University Grants Commission of Sri Lanka

Or

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

Or

An associate membership / a similar professional qualification obtained from a recognized professional institution in relevant field

With

At least ten (10) years post qualifying experience in Managerial Level.

2. A successfully completed Bachelor's Degree preferably in Human Resource Management / Administration/ Business Administration or any other relevant field which is recognized by the University Grants Commission of Sri Lanka

Or

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

Or

An associate membership / a similar professional qualification obtained from a recognized professional institution in relevant field

And

A Postgraduate Degree in Business Administration/ Human Resource Management/ Administration/ Project Management or similar field or similar professional qualification obtained from a recognized professional institution in the relevant field

With

At least eight (08) years post qualifying experience in Managerial Level

3. Class I officer of a Government All Island Services or a similar status in the relevant field

With

At least three (03) years of experience in the Class I post

Other Required Qualifications and Experiences

- Minimum of 3 years of relevant experience in a similar position in foreign funded projects.
- Excellent knowledge of and practical experience in Human Resource Management & Administration application.
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka will be a plus;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet, and have demonstrated capability in MS Access
- Strong inter-personal skills
- Strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

Monthly consultancy fee: **Equivalent** to PS 3 level for Based on the Management Services Circular 01/2019

Location and period of execution

The Human Resource Management & Administration Manager will be based in Project Management Unit at Colombo with field visits as may be required.

Duration of services

Duration of service is 24 person months. Initially, the contract will be assigned for a period of twelve (12) months and its extension will be based upon performance evaluation.