



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 Officer 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

The Finance and Administrative Officer will be under the direct supervision of the Human Resource and Administration Manager in the Project Management Unit (PMU).

More specifically;

The Human Resource and Administrative Officer will assist the Human Resource and Administration Manager and report to the Human Resource and Administration Manager on all Human Resource and Administration matters relating to implementation of the project. She/he will be mainly responsible for

- Involve in implement of HR policies, procedures, and best practices in alignment with the organization's goals and legal requirements.
- Organization of recruitment and staffing processes, including job postings, interviews, and onboarding of new employees.
- Involve in employee relations and resolve HR-related issues, including grievances and conflicts.
- Coordinate performance appraisal systems and employee development programs. Collection of performance appraisals on time and do the needful to the service extension of the employees.
- Maintain and update employee records, ensuring compliance with relevant regulations.
- Input all relevant details to the OPEN system
- Maintain contract register and the service extension register of the employees
- Maintain leave records of all the employees
- Maintain personal files and other relevant documents (B card, government releasement, etc) of the employees

Training and Development:

- Do the assign works of training and development needs within the organization.
- Do the assign works of organizing and coordinating training sessions, workshops, and seminars to develop employees' skills and competencies.

Administration Management:

- Maintain the register of office supplies, facilities management, and overall office upkeep.
- Coordinate and supervise administrative staff to ensure the smooth operation of office activities.
- Maintain the register of office equipment, technology, and infrastructure.
- Any other duties assigned by the Human Resource and Administration Manager and the Project Director

Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree preferably in Human Resource Management, Business Administration, Management 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

Or

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field.

And

At least two (02) years post qualifying experience in the required area of specialization.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field

And

At least seven (07) years post qualifying experience in the required area of specialization.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field

And

At least twelve (12) years post qualifying experience in the required area of specialization.

Other Required Qualifications

- Proven experience as an IFAD funded projects or other international Agencies would be distinct advantage
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- Experience in working with OPEN System software will be a plus
- 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 06 Category A 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.