

VACANCY

Early Childhood Development Project (ECDP) Funded by the World Bank

The Project

The GOSL in collaboration with the World Bank has decided to provide program support for Early Childhood Development through the State Ministry of Women and Child Development, Preschool and Primary Education, School Infrastructure and Educational Services. The GOSL currently has an embryonic ECD program (framework) encapsulated in different policy and plan documents, including the National Policy on Early Childhood Care and Development, the National Plan of Action for Children of Sri Lanka.

The plantations component of the project which is facilitated by Plantation Human Development Trust (PHDT) is seeking a suitable qualified candidate for the following position.

Post of Deputy Project Director

Key Tasks:

- Coordinate and monitor day-to-day implementation of task under the project by the various implementation teams and agencies, as specified in the Project Operations Manual and Project Appraisal Document (PAD).
- Supervise the staff of the coordinating unit in the discharge of their duties.
- Organize meetings with the various agencies as required. Record minutes of these meetings and submit to PD/PMU and the World Bank.
- Prepare and distribute consolidated, periodic reports to the World Bank and PMU/MWCA.
- As required, take actions to expedite project activities. Monitor official documents and contracts as they pass through the approval processes.
- In a timely fashion, prepare and submit to relevant government institutions and the Bank of annual audit reports of project expenditure and accounts.
- Coordinate among the various implementing agencies to ensure accurate and timely compilation of annual plans and budgets, achievements of targets / indicators by each project components.
- Facilitate the preparation of the World Bank standard Project Implementation Completion Report (ICR).
- Carefully manage the records and official documents of the project.
- Visit the field frequently and update reporting Authority of Progress.
- Organize participation of the Project Coordination Unit in periodic joint reviews of the ECD project that will take place on terms guided by the Project Appraisal Document and Project Operation Manual.

Required Qualifications and Experience:

- A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission
With
- At least 11 years post qualifying experience at Managerial level out of which 05 years should be in the Senior Managerial level
Or
- A Bachelor's Degree which is recognized by the University Grants Commission
With
- A Post Graduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field with at least 09 years post qualifying experience in Managerial Level.

Added Qualification:

- A minimum of 10 years working experience in public and/or private sector in senior managerial position and proficiency in Tamil.

Professional Competencies:

- Organized and shows competency in both implementation and delegation of work
- Ability to read and write excellent English, and produce project reports in English for regular and continuous presentations to government and development partners (World Bank).
- Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector.
- Ability to plan, implement and monitor complex and diverse activities of the Project.
- Ability to promote local/ foreign stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project.
- Effectiveness in analyzing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the Internet.
- Strong communications, interpersonal and public relations skills.
- Experience in conducting projects in the plantation sector is preferable.
- Experience in working on World Bank funded projects would be advantageous.

Reporting Authority: The Deputy Project Director, PHDT

Age: Below 60 years

The selected candidate will be employed on fixed term contract with an attractive remuneration package. Application giving full bio-data with two non-related referees, including the position on the top left corner of the envelope should be sent within 14 days of this advertisement to the below address or email to vacancies@phdt.lk

**Director General,
Plantation Human Development Trust,
No. 427/14, Robert Gunawardena Mawatha, Battaramulla.
Web: www.phdt.org**