



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



Vacancies

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka is for a period of 6 years (2021 to 2027). 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. Total project finance value is USD 82 Mn.

Applications are invited from citizens of Sri Lanka for the post of Deputy Project Director (PS 02), Internal Auditor (PS 04) and Administration Officer (PS 06) for Project Management Unit at Battaramulla.

Internal Auditor (PS 04 Category A) - 01 position at PMU

For the purpose of attaching an officer from the “Sri Lanka Accounting Service” or for the purpose of appointing an officer in the public service on an acting basis according to the 01/2019 circular

Qualifications/Experience Required:

(As per Circular No. 01/2019 /DMS guidelines)

Educational and Professional Qualifications

- Should be a **member of the Sri Lanka Accounting Service (SLAcS)** or be eligible for appointment to SLAcS.
- If the officer is to be **appointed on an acting basis**, additional conditions under Circular 01/2019 should be met, such as:
 - They must **fulfill all required qualifications and experience** of the substantive post.
 - The **appointment must be recommended** by the relevant Ministry or Department and /or the **Director General of SLAcS**, where applicable.

Other Required Qualifications

- Should possess strong analytical, reporting, and communication skills.
- Familiarity with government financial regulations (F.R.), procurement guidelines, and circulars issued by the Ministry of Finance.
- Should have a clean disciplinary record and the capacity to work independently under limited supervision.

- 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

General Conditions Applicable for the Above-Mentioned Positions

All the Qualifications should be in the relevant field of the post.

Salary Scale: Based on the Management Services Circular 01/2019

Languages

Excellent written and verbal communication skills in English and Sinhala/Tamil is a must with sound knowledge in Microsoft office packages as most of the work need to be done by him/herself (Except Office Assistant). Working knowledge of another official language is desirable.

Age Limit

Any person above 64 years of age shall not be considered for recruitment in projects.

Conditions of Employment

Officers belonging to government services will be recruited on secondment basis and persons outside the government services will be recruited on contract basis. All appointments will be initially for a period of one year and extension of services will be based on successful performance.

Location

Project Management Unit (PMU) in Battaramulla. Frequent travel to project sites is required when necessary.

Other terms

The employee will be member of the Employees' Provident Fund and Employee 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 shortlisted 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

All Applicants are requested to forward their Curriculum Vitae along with two non-related referees and certified copies of the certificates and experiences under **registered post** to reach the address given below **and email a soft copy of the registered post** application with all the documents to procurementsarp@gmail.com **on or before 14th July 2025.**

Applicants currently in government/semi government services should forward their applications through their relevant Heads of Departments.

Applied post and name of the project should be clearly stated on the top left-hand corner of the envelope and the subject line of the email.

Any form of canvassing will be resulted as immediate disqualification.

Address

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

Terms of Reference (TOR)

Internal Auditor (PS 04 Category A)

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 is for a period of 6 years (2021 to 2027). 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. Total project finance value is USD 82 Mn.

Scope of work:

The Internal Auditor is expected to establish and implement an internal control system within the Project to implement, supervise and monitor the effectiveness, competitiveness and transparency in the areas of human resource management, financial management, Project procurement, fund disbursement, assets management and general administration.

Specific duties of the Internal Auditor include but are not limited to the following:

Planning of Internal Audit Function and Reporting.

- Prepare the Annual Internal Audit Plan covering all the components under the project before each financial year and obtain the approval of the Project Director for the same; The internal Audit Plan of the project will be part and partial of the Internal Audit Plan of the Line ministry.
- Implement auditing as per the Audit Programme so prepared for each month based on the Annual Audit Plan and submit the relevant reports to the Project Director and the Chairman of National Steering Committee.
- Direct the recommendations to the respective divisions of the Project Management Unit (PMU) indicating the responsibility matrices and follow up the progress of the corrective measures taken and report the progress to the Project Director.

Implementation of the Audit Plan

The Internal Auditor should focus on the following aspects and implementation of the Internal Audit Plan should be done accordingly

Finance Management:

- Should provide the necessary guidance to assure the financial control and the financial discipline of the project;
- Should provide the necessary guidance to maintain the accounting process, books and registers of the project in accepted standards;
- Should provide the necessary guidance to activate internal control required for the prevention of misuse of resources of the project;
- Should submit the Final Audit Report to the Secretary in relevant to proper handing over of the liabilities and documents of the project and closing of accounts, at the conclusion of the project.

Human Resource Management

- Ensure that the recruitment and hiring of the project is carried out in transparent and inequitable manner in compliance with the circulars, procedures and other guidelines issued by the Government of Sri Lanka and IFAD;
- Ensure that the human resource is managed (orientation, training & development, transfers, performance evaluations, grievance handling, record keeping etc.) within the framework set out by the GoSL and IFAD.

Management of partner contracts

- Ensure that contract agreements of all partnerships and affiliations are formed in accordance with the Project Implementation Manual (PIM), Financing Agreement, Annual Work Plan and Budget (AWPB) and budgets;
- Collate and submit the results from reviews performed on execution of the contract agreements with contracted partners and other project associates and alert management about non-compliance with the scope set out the in legal agreements/MoUs signed with the Programme;
- Provide facilitation support in implementation of designed plans of capacity building/strengthening for contracted partners and other project associates for accountability and assurance of internal control and risk management.

Procurement

- Ensure that the procurement process conforms largely to the Government Procurement Guidelines and are consistent with the Financing Agreement, IFAD Procurement Guidelines, Procurement Handbook and Project Procurement Arrangement (PPA)

Asset Management

- Ensure that the assets possessed by the project are used for the intended purposes;
- Ensure that information management and communication process, system controls and data security has been properly established and managed by the Programme;

The Internal Auditor shall certify:

- Whether the PFS are drawn up in conformity with international accepted accounting standards (IFRS or IPSAS)
- Whether the PFS are accurate and are drawn up from the books of accounts maintained by the Project.
- Whether the provisions of the Project Agreement are adhered to Whether project funds are used for intended purposes with due attention to efficiency, effectiveness and economy.
- Whether Procurement has been undertaken by the Project in accordance with **Article VI** of the Project Agreement, IFAD's Procurement Guidelines
- Carry out a physical verification of any significant assets purchased and confirm their existence and use for project purposes.
- Whether the project has an effective system of financial supervision or internal controls at all levels.
- Whether the expenditure claimed through report-based disbursement modality are properly approved, classified and supported by adequate documentation.

General

- Provide the necessary guidance and consultation to avoid delays in the project implementation through periodical evaluation of the performance indicators and the progress of the project;
- Perform special investigations and audits in relevant to the project on request of the Project Director apart from the activities in the Annual Audit Plan;
- Represent the Project at Audit Committee of the Line Ministry
- Any other duties assigned by the project director

Available Facilities and Right to access

The internal auditor will have full and complete access at any time to all records and documents (including books of accounts, legal agreements, minutes of national steering committee meetings, bank records, invoices and contracts etc.) and all employees of the SAPP. The internal auditor will have a right of access to banks, consultants, 4P partners or firms engaged by the Programme management.

Qualifications/Experience Required:

(As per Circular No. 01/2019 /DMS guidelines)

Educational and Professional Qualifications

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- Strong analytical skills
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Salary Scale:

Based on the Management Services Circular 01/2019

Location and period of execution

The Internal Auditor will be based in Project Management Unit at Colombo with field visits as may be required.

Duration of services

Duration of service is 1 (one) year subject to six (6) months' probation period and extension will be subjected successful performance evaluation according to the Management Service Circular 01/2019.