

Integrated Rurban Development and Climate Resilience Project (IRDCRP)
Project Officer (Human Resource Management and Administration) - Category F
Terms of Reference (TOR)

01. Introduction to the Project

The Integrated Rurban Development and Climate Resilience Project (IRDCRP) is implemented under the Ministry of Agriculture, Livestock, Lands & Irrigation and jointly funded by the Government of Sri Lanka (GOSL) and the World Bank (WB). The IRDCRP is a five-year development project (2025–2030) with a total investment of US\$ 103 million. The project has been designed to uplift small- and medium-scale holdings in agriculture, livestock, fisheries, and plantation for addressing critical gaps along the value chain from farm to folk. Its primary objective is to enhance productivity, competitiveness, and climate resilience in agri-food production within project areas, thereby empowering rural communities, strengthening food security, and ensuring sustainable growth for the nation.

The project objective is to improve climate resilience of farmer families and productivity of irrigated agriculture in selected climatically vulnerable Hot-Spot Areas in Sri Lanka. This will be achieved through increased adaptation of climate-resilient agricultural practices and technologies, and increased access to markets in targeted smallholder farming communities. Project beneficiaries will include smallholder farmers, producer organizations, and agribusiness entrepreneurs who will benefit from improved and modernized irrigation, drainage and flood protection systems; adoption and dissemination of advanced CSA technologies on high efficiency irrigated agriculture techniques and practices; agriculture diversification; and improved market access.

02. Scope of work

The Human Resources Management and Administrative Officer will be under the direct guidance of the Project Director/Deputy Project Director in the Project Management Unit (PMU). More specifically;

- Initiate and coordinate all recruitments according to the requirement (full time/part time, consultancies). These actions shall be not limited to advertise vacancy in media and upload in website, Shortlist of received applications and check documents, conduct selection Interview, draft appointment letters, open and maintain personnel files and conduct orientation program for the new recruits.

- Maintain up to date information on Manpower Record Management including update appointment for regular/contract employee, update of resignation of employee, update of trainings of employee, update of study leave, maternity leave, leave without pay and update of Performance Ratings of employee.
- Maintain proper leave and attendance record of all staffs in PMU, district hub and district offices employee.
- Liaise with accounting division by providing monthly attendance and leave records, monthly performance records of all staffs for ensure timely payment of monthly salaries, incentives and other eligible payments.
- Initiate annual performance evaluation and either renew or terminate the contracts based on the result/recommendations of annual performance evaluations. Process increment for employees who reaches salary ceiling.
- Provide full secretarial and admin support to the project Director and project Team to ensure the smooth running of the Project operations
- Maintain records of Project Director and assist in his movements. Meeting Organizing & Management
- Organizing Staff Meeting Take minutes of meeting and maintain records
- Coordinating Progress Review Meeting
- Take minutes of meeting and maintain records for the operations and project team
- Develop and maintain document control processes for the efficient management
- Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents for the project team and Project
- Support the officers and project team in daily admin roles and assist to keep stock of stationary supplies for the Project
- Perform data-entry, recording, printing and filing duties
- Undertake any ad-hoc admin projects/duties as required
- Coordinate travel arrangements inclusive of air-ticket, hotel accommodation, visa arrangements, claims etc project STAFF, whenever required
- All logistic arrangement for World Bank missions
- Assist to check and verify staff claims and invoices for project team
- Prepare and raise purchases requisition for purchase of office equipment for new staff
- Any other duties assigned by the Project Director

Skills

- Conversant with the Human resource management related task
- Excellent working knowledge of English, both verbal and written; Fluency both written and verbal in Sinhalese/Tamil
- Experience with the World Bank or similar projects is preferable.
- Experience working on development and management of projects
- Managerial, leadership and staff motivation.
- Financial management and administrative skills.
- Data analysis and report writing.
- Be able to use the MS Office package (Word, Excel and Power Point)
- Excellent communication and organization skills.
- Have the ability to take a strategic view of the results to be delivered and to conceptualize how the IRDCR project can fit into the overall development objectives in the project area.
- Ability to work under pressure and work extra hours when required.

03. Category F- Basic Qualifications and Experience Required

(1) or (2) or (3) below.

01. A Bachelor's Degree/ A qualification recognized by the University Grants Commission as an equivalent qualification to a degree in the relevant field.

or

A certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the technical field of the post.

and

At least 02 years of experience in the required area of specialization.

02. A certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the technical field of the post.

and

At least 05 years of experience in the required area of specialization.

03. A certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission, relevant to the technical field of the post.

and

At least 08 years of experience in the required area of specialization.

Age Limit – Below Sixty-two (63) years at the closing date of application

Field Visit/Project Sites

Require Travels to the district project locations when required

Work/Job Location -PMU at Battaramulla/Colombo