

of the envelope. Public Servants those who wish to apply may refer to the Circular No. 10 of the Management Service Department dated 26.12.2000.

Gemidiriya Foundation,  
Ministry of Samurdhi and Poverty Alleviation,  
No. 7A, Reid Avenue,  
Colombo 07.

Only the short-listed applicants will be called for interviews. These positions are only for three years on contract basis. recruited candidates will contribute 8% for the EPF and, the Project will contribute 12%. The Project will contribute 3% of the salary of selected candidates to ETF.

*Qualifications*

A Graduate in a recognized University. A Post-graduate qualification in the relevant field applied for, will be an added qualification. Three years experience of a Project where Community Driven Development methodology is followed. High competency in computer literacy. Applicants who wish to apply for the Project Officer posts should highlight the relevant qualifications, experience and the formal training acquired for the relevant post applied.

*Age*

Between 25 and 40 years.

*Responsibilities*

(1) *Project Officer Monitoring and Evaluation—*  
(02 Posts)

**Manager (Administration and Operation) — (01 Post)**

*Responsibilities*

Provide administrative and logistical support to the Project ; execute all matters concerning office equipment, furniture and other services required in the operational area of the Head Office and the Field Operational Units in all identified districts.

Supervision of minor staff, assist procurement, manage printing, internal and external communication.

Organizing and coordinating meetings/seminars/ workshops ; vehicles arrangements, stationery, buildings maintenance.

Assisting the Senior Program Officer — Monitoring an Evaluation (M&E), developing a management information system, identifying the required baseline information, collect such information, developing a simple user friendly and participatory monitoring system, preparing key progress reports, conducting regular evaluations in quarterly basis and disseminating their results to the stakeholders.

Setting up a documentation and resource centre in the Project Office, Monitoring the activities of the District and Divisional Facilitation Committees, attending to any other work assigned from time to time, in coordination with other staff.

*Contract Period*

Three years. Initially for a period of six months and extendable in every six months. If the service is needed and satisfactory.

(2) *Project Officer (Technical)—*(01 Post)

*Remuneration*

Rs. 25,000 —Rs. 30,000 per month.

Assisting the Director of the Unit and other Senior Officers in scrutinizing appraised projects for recommendation for approval. Make recommendations for releasing installments, based on confirmed completion of milestones. Adopt a checklist to screen the proposals, assist the Director in disseminating information on low cost standards, innovation, use of manuals, rate bank up-dates and monitoring work on service provider performance. Help to identify community friendly technology, selection process of preparing and maintaining a list of technical service providers-developing technical manuals, attending to any other technical work assigned from time to time.

*Qualifications*

A Graduate in a recognized University and a Post-graduate qualification in Business Management, computer literacy, 10 years management experience in office — organizing workshops for Operational Staff. Special ability to organize workshops for village communities,. local and foreign travel arrangements and accommodation,. Experience in a Foreign Funded Project would be an additional advantage.

*Age.*—Between 35 and 55 years.  
Ability to work for long hours.

**Project Officer — (07 Posts)**

(3) *Project Officer Enterprise Development (01 Post)*

*Contract Period*

Three years. Initially for a period of six months and extendable in every six months period. If the service is needed and satisfactory.

Preparing activity plan of the division, collect information on potential enterprises for VOs. Collect information on potential business partners with market share organizing training programs for capacity building where relevant.

*Remuneration*

Rs. 15,000 —Rs. 20,000 (General).  
Rs. 20,000 —Rs. 25,000 (Technical) per month.

Assist VOs in preparing business plans for VOs., Help providing business link for VOs. Study operations of Micro Finance system, attending any other work assigned from time to time. (VOs = Village Organisations)	<i>Qualifications</i>	A graduate in a recognized University with a Commerce Degree, three years experience of accounting of a Community Base Organisation - working experience in the field and office of a Community Base organisation.
(4) <i>Institutional &amp; Social/Gender (01 Post)</i>	<i>Age</i>	25 - 40 years
Preparing environmental management framework - educating community organizations and all other stakeholders of the project - preparing operational procedures and guidelines - establishing an institutional arrangement - incorporating women and youth focused activities - preparing and maintaining a database on domestic gender consultants - arranging exposure visits.	<b>Stenographer (Sinhala) — (01 Post)</b>	
Social mobilization and formation of community based organizations, planning, designing and developing village development plans, providing skill training, compiling data base relating to NGOs	<i>Responsibilities</i>	Good command in Stenography & accurate typewriting, taking down minutes of meetings. Assisting to officers in the 04 main units of the project in stenography work. Preparation of documents using computers.
(5) <i>Capacity Building/Social Mobilisation (01 Post)</i>	<i>Contract Period</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.
Preparing document in capacity building needs under the project - preparing work plan and training plan for the staff - developing training modules - training materials, training calendar and training manual - conducting brainstorming sessions - Implementing IEC strategy, preparing suitable strategy for the communication campaign.	<i>Remuneration</i>	Rs. 10,000 - 15,000 per month
(6) <i>Project Officer - (Finance)/Finance Assistant (01 Post)</i>	<i>Qualification</i>	Experience as a Sinhala Stenographer in a Project where Community Participatory Development methodology is followed. Other qualification required for the post of Stenographer such as Computer Literacy, Dictation, Documentation. An examination will be held to test the speed of Stenography if necessity arises.
<i>Responsibilities</i>	<i>Age</i>	25 - 40 years
Preparation of annual budget estimates in coordination with the Ministry and ensure adequate provisions is available for project expenditure; coordinate with other Divisions to assess the fund requirements; Maintaining cashbook, cheque writing, preserving paid documents; Preparation of montly summaries of accounts, balancing vote ledgers, bank reconciliation, imprest reconciliation; Maintenance of advance ledgers, recoveries, petty cash; Processing management finance and accounting, information with regard to payments made to VOs and other project operational activities to CEO, DF & Acct.	<b>Computer Operator — (4 Posts)</b>	
<i>Contract Period</i>	<i>Responsibilities</i>	Speed and accurate typesetting in Sinhala and English, using computer application packages, filing and documentation, ability to handle Ms-Word, Excel, Power Point & Ms-Access. All Secretarial work of the 04 main units.
<i>Remuneration</i>	<i>Contract Period</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.
Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.	<i>Remuneration</i>	Rs. 7,500 - 10,000 per month
Rs. 15,000 - 20,000 per month	<i>Qualifications</i>	Should have passed the G. C. E. A/L examination. Experience in foreign-funded projects will be an added qualification. Applicants should have typing speed 35 words in English per minute and 30 words in Sinhala per minute. Required computer literacy as a data entry operator.
<i>Contract Period</i>	<i>Age</i>	25 - 40 years
<i>Remuneration</i>	<b>Receptionist/Typist — (1 Post)</b>	
Rs. 15,000 - 20,000 per month	<i>Responsibilities</i>	Reception of local and foreign visitors, provision of information. typing and other documentation

	co-ordinating with central information unit of the project. She is expected to perform duties maintaining a sound relationship with the Gemidiriya Core Team.		CCNA with the experience of One year of Networking. Any other qualification equivalent to above qualifications. Ability to Web Designing and controlling will be considered as additional qualifications.
<i>Contract Period :</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.	<i>Age :</i>	22 - 35 years.
<i>Remuneration :</i>	Rs. 10,000 - 15,000 per month.	<b>Office Helper/Aid (04 Posts)</b>	
<i>Qualifications :</i>	Pass G. C. E. (A/L) Exam. Credit pass for English in G. C. E. (O/L) exam - ability to work in English - high Computer literacy - past experience to work as a stenographer would be an additional qualification.	<i>Responsibilities :</i>	House keeping functions' serving of tea/coffee and operating photocopy machines, fax machines and other office equipment, handling stationery/stores etc., attending to postal matters/delivery of letters/message etc.
<i>Age :</i>	22 - 35 years.	<i>Contract Period :</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.
<b>Translator (01 Post)</b>		<i>Remuneration :</i>	Rs. 6,000 - 8,000 per month.
<i>Responsibilities :</i>	Accurate translation work of the project office, as necessary, Sinhala/English/Tamil.	<i>Qualifications :</i>	Should have passed G. G. E. (Ord. Level) examination. Previous experience in a government office or private company will be an additional qualification.
<i>Contract Period :</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.	<i>Age :</i>	25 - 35 years.
<i>Remuneration :</i>	Rs. 15,000 - 20,000 per month.	<b>Driver (5 Posts)</b>	
<i>Qualifications :</i>	A graduate in a recognized university, with one of the following subjects; Linguistic, Sinhala Language, English Language, G. C. E. (Ord. Level) in credit passes for Sinhala and English. More than 5 years experience as a translator.	<i>Responsibilities :</i>	Ability to driving in Colombo - driving in rural villages of Badulla, Monaragala, Hambantota, Galle, Matara and Ratnapura. Ability to stage 2-3 days in those villages. Long hours working. Carefully driving and maintenance of vehicle and running charts.
<i>Age :</i>	25 - 60 years.	<i>Contract Period :</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.
<b>Network Administrator (01 Post)</b>		<i>Remuneration :</i>	Rs. 7,500- 10,000 per month.
<i>Responsibilities :</i>	Responsible for the maintenance of Network System of Gemidiriya Project and Ministry of Samurdhi and Poverty Alleviation Network, Administration organising network connection Supervision of software and installation of New software	<i>Qualifications :</i>	Should have passed G. C. E. (Ord. Level) Examination. Driving Licence for Buses and Lorries. Driving experience for more than 5 years.
<i>Contract Period :</i>	Three years. Initially for a period of six months and extendable in every six months period, if the service is needed and satisfactory.	<i>Age :</i>	22- 35 years.
<i>Remuneration :</i>	Rs. 15,000 - 20,000 per month.	THILAK HAMANPAGAM. Ministry of Samurdhi and Poverty Alleviation, No. 7A, Reid Avenue, Colombo 07. 10-491	
<i>Qualifications :</i>	One year Diploma of ICT Colombo University or One year Computer Diploma of NIBM. Completion of Second Part for the Certificate of Computers of British Computer Society and the professional qualification of MCSE or		