

Ministry of Education

Recruitment of a Monitoring & Evaluation Officer, and Programme Officer -Secondary Education Sector Improvement Programme (SESIP)-

Applications are invited from qualified and experienced citizens of Sri Lanka for the following posts in the SESIP office, under the purview of the Ministry of Education.

The Secondary Education Sector Improvement Program supports the government's efforts to reform the entire secondary education sector in Sri Lanka. It includes deep systemic reforms in curriculum, teaching and assessment systems in science, technology, mathematics and commerce streams which have high economic relevance. The program builds on lessons of COVID-19 and supports digital and technology-based learning, which will improve the resilience of the education system to address the impacts of COVID-19 and similar future shocks.

1. The **Monitoring & Evaluation Officer** has to do all the planning for monitoring of activities conducted by stakeholder institutions as per the Programme Loan Agreement and Programme Implementation Document (PID) and prepare reports to submit to the ADB, Ministry of Education, Treasury/External Resources Department and any other institution as required. The M&E Officer should coordinate relevant Units of MOE, and National Institute of Education (NIE), Department of Examinations (DOE), Educational Publications Department (EPD) and other various educational institutes, the 09 Provincial Education Authorities (PEAs), ADB Technical Assistance (TA) team, and Programme Independent Verification Agency (IVA) in order to ensure the timely achieving of the annual Disbursement Linked Indicators (DLI) targets, Programme Action Plan (PAP) targets including loan covenants and report to the National Programme Manager of SESIP. In addition, a programme monitoring system needs to be designed, maintained and updated in line with the review and achievement of the DLI targets and other relevant programme actions for reporting.

Position	No. of positions	Level as per MSD approval	Qualifications and experience	Age
Monitoring & Evaluation Officer	01	PS4 (Category A)	A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership / A similar professional qualification obtained from a recognized professional institution in the relevant field with At least 09 years post-qualifying experience in the relevant field.	Below 60 years

2. The **Programme Officer** has to mainly handle English language documentation and correspondence of the programme in terms of letters to external institutions, reports and preparation of presentations for progress review and stakeholder meetings. In addition, the **Programme Officer** has to attend to any other work assigned by the National Programme Manager (SESIP).

Position	No. of positions	Level as per MSD approval	Qualifications and experience	Age
Programme Officer	01	PS6	Having passed the G.C.E.(O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language preferably a Distinction for English With A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary. With Minimum 06 years of Experience in relevant Field.	Below 55 years

3. The **Programme Officer** has to mainly create the SESIP website and the database to archive all DLI-related information generated by the stakeholders and the provinces and the national media campaign-related content. The PO will also have to handle computer hardware, software, networking related work in the office liaising with the IT Department of the Ministry of Education. In addition, the **Programme Officer** has to attend to any other work assigned by the National Programme Manager (SESIP).

Position	No. of positions	Level as per MSD approval	Qualifications and experience	Age
Programme Officer	01	PS6	Having passed the G.C.E.(O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language preferably a Distinction for English With Having obtained 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 or Equivalent for a post related to ICT field. With The candidate should have experience in Computer Software, Hardware & Networking. With Minimum 04 years of Experience in ICT Field.	Below 55 years

The qualifications and remunerations will be based on the Management Services Circular No. 01/2019 dated March 5, 2019. (www.treasury.gov.lk/web/management-services-department-circular/section/2019)

Officers belonging to Government Public Services will be recruited on a Secondment (release on full-time) basis and outside the Government Services will be recruited on a contract basis. The appointment will be initially for a one-year period and the extension of service will be based on successful performance.

Shortlisted applicants based on qualifications and experience will be called for an interview.

Applicants are requested to forward self-prepared applications together with the curriculum-vitae along with two non-related referees and copies of the certificates of educational and professional qualifications under registered post to reach the following address. Also, the scanned copies of the same can be submitted via email: sesip@moe.gov.lk and sesip2020@gmail.com or handed over to the same address and obtain an acknowledgement. The deadline for submission of applications will be **November 04th, 2022**.

The name of the programme (i.e. SESIP) and the post applied for should be written on the top left-hand corner of the envelope enclosing the application. Officers in public or provincial public services who wish to apply for the post should channel their applications through respective institutional heads with their recommendations on whether the applicant could/could not be released on a full-time basis.

Secretary
Ministry of Education,
'Isurupaya'
Pelawatta, Battaramulla