

Vacancies

Early Childhood Development Project (ECDP)

Reorganizing the importance of the role of Early Childhood Development (ECD) in achieving the country's long-term development goals, the government of Sri Lanka (GOSL) has decided to increase its support to the sector through the World Bank supported Early Childhood Development Project with the objective of enhancing equitable access to and improving the quality of ECD services across the country. The Project is organized under two components 1) expanding and strengthening the delivery of ECD services, and 2) project management and monitoring and evaluation.

The plantations component of project is seeking suitable qualified candidate for the following position.

IT Officer

Duties and Responsibilities

- Manage technology services that meet operational requirements in designated area(s) of the Project.
- Serves as the lead IT liaison with senior administration, and staff in designated area(s) to understand and interpret project needs at a division level and to collaborate across lines in meeting those needs.
- Directs and coordinates the local implementation of project IT operations, projects, and programs, ensuring alignment of IT services with the project needs of the area(s) and adherence to established project management principles and best management practices.
- Provides technical leadership on a variety of highly specialized project-related activities requiring expertise in specific technical areas for core information technology systems and services.
- Reviews vendor contracts and coordinates IT purchases (hardware, software and services) to ensure effective deployment of solutions aligned with user needs.
- Delivers appropriate personnel actions and educational and training programs to ensure high quality professional staff performance in the area(s) of oversight.
- Participates in the development, implementation, and maintenance of policies, objectives, short-and long-range IT planning, with an emphasis on advocating for the needs of the area(s) supported; implements tracking and evaluation programs to assist in accomplishment of established goals.
- Participates in the documentation and implementation of policies and standard operating procedures consistent with those of the university to ensure effective operation of an organization.
- Participates in development of IT Service Catalog offerings, Service Level Agreements, and Operating Level Agreements consistent with the needs of the organization.
- Participates as a member of the IT management team in planning, problem resolution, and reviewing Department Performance.
- Performs miscellaneous job-related duties as assigned.

Qualifications

1. Bachelor's degree in the relevant field;
2. At least 5 years of progressively responsible work experience directly related to the duties and responsibilities specified.
3. Age-Preferably below 40 years.

Remuneration will be on qualifications and experience. Appointment will be made on contract basis. Applications giving full bio-data with two non-related referees, indicating the position on the top left corner of the envelope should be sent within 10 days of date 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**