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நலன்புரி நன்மைகள் சபை
WELFARE BENEFITS BOARD



Social Protection Protect
Ministry of Finance, Planning and Economic Development
VACANCIES

Applications are invited from suitably qualified and experienced citizens of Sri Lanka for the following vacancies in the Social Protection Project, Welfare Benefits Board established under the Ministry of Finance, Planning and Economic Development. **Please note that cadre positions will be filled only at the Project Management Team (PMT) Colombo.**

No	Position	No. of vacancies	Qualifications
01	Senior Communication Officer Salary Code – Category E (As per Department of Management Services Circular No. 02/2026)	01	<u>(1 or 2 or 3 below)</u> 1. 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 03 years of experience in the required area of specialization. 2. 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 06 years of experience in the required area of specialization. 3. 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 09 years of experience in the required area of specialization.
02	Project Officer (Finance) Salary Code – Category F (As per Department of Management Services Circular No. 02/2026)	01	<u>(1 or 2 or 3 below)</u> 1. 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. 2. 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. 3. 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.

Note : Qualifications and Tentative Terms of References (TORs) are in the website

<http://www.treasury.gov.lk/web/ministry-of-finance/Vacancies>

<https://www.wbb.gov.lk>

Method of Selection :

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

Recruitment Basis :

If an external applicant is selected, he/she will be recruited for the respective post on contract basis and if a civil servant candidate is selected, he/she will be recruited on secondment basis.

Monthly Remuneration :

Category E - Rs. 180,000/- + Government approved allowances

Category F - Rs. 150,000/- + Government approved allowances

Terms and Conditions :

Appointment will be made initially for a period up to 30th September 2027 and may be renewable subject to the extension of the period. All conditions in the Management Services Circular No. 02/2026 and subsequent circulars will apply in relation to the appointments.

Application form can be downloaded from the following web sites:

<http://www.treasury.gov.lk/web/ministry-of-finance/Vacancies>

<https://www.wbb.gov.lk>

The application in the given format should be sent under registered post or can be delivered on or before 26th October 2026 to the **Project Director, Social Protection Project, Welfare Benefits Board, J.R.Jayawardana Centre, No.191, Dharmapala Mawatha, Colombo 07.** or can be handed over to the above mentioned address and also can be sent to dpd.spp.wbb@gmail.com. Applicants from public /corporate sector organizations should channel their applications through the respective Heads of organization. Late applications, incomplete or applications received after closing date will be rejected.

Post applied should be written on the left hand corner of the envelope and should be mentioned the post applied for under the subject line when sending applications by email. Secretary to the Ministry of Finance, Planning and Economic Development will reserve all rights of this advertisement with respect to cancelation of the advertisement, modification, alteration or shortlisting candidates.

**Chairman/Commissioner/Project Director
Social Protection Project,
Welfare Benefits Board,
J.R.Jayawardana Centre,
No.191, Dharmapala Mawatha,
Colombo 07**

TERMS OF REFERENCE
For Project Officer (Finance)Category F
SOCIAL PROTECTION PROJECT (SPP)
Welfare Benefits Board (WBB)
Ministry of Finance, Planning & Economic Development

1. BACKGROUND

1.1 The Project. The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GoSL) in implementing key reforms that will increase efficiency and effectiveness of spending and improving the responsiveness of the social protection system. The Project Development Objective of the Project is to support Sri Lanka in providing better targeted income and livelihoods opportunities to the poor and vulnerable.

1.2 Project Components and Funding. The total value of the Project is US\$200 million. The first component of the Project is allocated with US\$185 million to streamline and finance the new country welfare benefit payment Aswesuma. The second component is allocated with US\$7 million to pilot an economic inclusion program – which will be Sri Lanka’s first comprehensive “Economic Inclusion Pilot” – using global experience, and the third component of US\$8 million is to strengthen the government’s capacity to deliver the social protection programs.

1.3 The Project Management Team (PMT) in WBB/PMT is looking for a qualified Project Officer (Finance) to help WBB to conduct financial management activities related to the above Project.

2. Duties and Responsibilities of Project Officer – Financial Management:

- Assist Financial Management Specialist (FMS) to carry out Financial Management activities under the Project.
- Assist FMS with the project budgeting process & liaise with Ministry of Finance, Planning & Economic Development (MoF) to include the relevant budget provisions for the project annually in the Government of Sri Lanka (GoSL) budget estimates under the appropriate sources of financing.
- Assist to maintain the Project accounting system and provide confirmation of the proper receipt and use of Project funds in accordance with the Project Financing Agreement between MoF and the World Bank (WB). This system should ensure timely and accurate accounting of all transactions under the Project and clear presentation of financial information.
- Assist the beneficiary payment process, reconcile transactions, and resolve issues on a regular basis.
- Ensure that Project financial statements are prepared as per applicable accounting standards and audit reports are submitted to WB by June 30 each year for the preceding year. The auditor’s report should be accompanied by the auditor’s management letter.
- Facilitate the external audit & internal audit process, prepare a consolidated response to WB on audit qualifications/exceptions/observations, analyze the same and take suitable corrective actions as required.
- Ensure that quarterly, semi-annual and annual project progress reports, including quarterly Interim Unaudited Financial Reports (IUFRs), are submitted to WB as per agreed timelines.

- Carry out financial performance reviews of Project activities in accordance with WB requirements and following internal controls as applicable.
- Verify invoices, bills and documents received from suppliers, contractors and consultants in order to ensure correct payments.
- Manage the Designated Account and other relevant bank accounts opened for the project; Verify disbursement information in signed contracts against Financial Agreement (the disbursement schedule and disbursement letter).
- Prepare withdrawal applications and obtain authorizing signature from WBB/MoF (or of designated persons).
- Track disbursements of WB loan and Government funds if any.
- Monitor project expenditure and costs (local and foreign).
- Keep accurate filing system for all financial management documents.
- Prepare financial forecasts for the project.
- Prepare delegation of authorities.
- Conduct any other project related activity assigned by the Project Director(PD)

3. REPORTING OBLIGATION

The **Project Officer (Finance)** will report directly to the **Financial Management Specialist** and work closely with other PMT and WBB staff.

4. DURATION OF THE ASSIGNMENT

This shall be a full-time work assignment as part of the Project Management Team (PMT) in WBB, MoF. The service of the **Project Officer (Finance)** is required for a period up to 30 September 2027 with possible extension for the Project duration.

5. PERFORMANCE INDICATORS

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted financial management activities, as per the TOR.
- Timely production of accurate financial management reports and documents.
- Positive evaluation of performance by WBB and WB during prior and ex-post review.
- Timely monitoring, tracking and follow-up of the project financial management activities, including IUFs.
- Efficient team work and coordination of financial management activities.
- Efficient support in implementing the capacity building agenda related to Financial Management.
- Accurate and regularly updated financial management and filing system, in both hard and soft copies.

6. CONFIDENTIALITY AND CONFLICT OF INTEREST

The consultant undertakes to comply with GoSL's and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Project Officer (Finance) shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the WBB. Any draft reports and other documents produced by the Project Officer (Finance) will be discussed and cleared by the PD before their final issue. A non-disclosure agreement (NDA) will be signed between the WBB and the selected candidate to be attached to the contract.

7. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Basic degree in Accounting/Finance/Commerce/Business Administration or equivalent qualification.
- Part qualification of CA Sri Lanka will be an added advantage.
- Knowledge and experience of WB financial management procedures is a strong advantage.
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet; knowledge and experience using Client Connection (WB Projects) or similar software is a strong advantage.
- Experience in working with QuickBooks Accounting system is a strong advantage
- Experience in payment methods and bank transfer reconciliation is an advantage.
- Excellent report writing and good command of both spoken and written English and local languages are required.
- Experience in handling WB funded operations, cash transfer programs, handling electronic bank transfers for large number of transactions, reconciliation of such bank transfers.

8. PROFESSIONAL COMPETENCIES

- Excellent written and spoken English with the ability to produce Project reports for regular and continuous presentations to World Bank staff.
- Ability to guide and deliver the range of financial management activities required by the project.
- Ability to interact with staff in the relevant agencies.
- Effectiveness in analyzing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- Strong communication skills and good interpersonal relations.

TERMS OF REFERENCE
For Senior Communication Officer (Category E)
(Communication Material Development and Implementation Support)
Social Protection Project (SPP)
Welfare Benefits Board (WBB)
Ministry of Finance, Planning and Economic Development

1. BACKGROUND

1.1 The Project. The Social Protection Project (P178973), approved by the World Bank (WB) Executive Board, supports the Government of Sri Lanka (GoSL) in implementing key reforms that will increase efficiency and effectiveness of spending and improving the responsiveness of the social protection system. The Project Development Objective of the Project is to support Sri Lanka in providing better targeted income and livelihoods opportunities to the poor and vulnerable.

1.2 Project Components and Funding. The total value of the Project is US\$200 million. The first component of the Project is allocated with US\$185 million to streamline and finance the new country welfare benefit payment Aswesuma. The second component is allocated with US\$7 million to pilot an economic inclusion program – which will be Sri Lanka’s first comprehensive “Economic Inclusion Pilot” – using global experience, and the third component of US\$8 million is to strengthen the government’s capacity to deliver the social protection programs.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide technical support to WBB with the guidance of the Communication Specialist (CS) of the PMT in WBB in carrying out communication plan and designing, implementing, and monitoring overall communication strategy.

3. SCOPE OF WORK

- Assist WBB with the guidance of the CS Develop Communication Strategy, systems, and action plans to help achieve the Project Development Objectives;
- Report to the CS of the PMT for all activities /work related to communication;
- Assist WBB with the guidance of the Communication Specialist (CS) to achieve all communication activities in a timely manner;
- Assist the WBB with the guidance of the Communication Specialist (CS) to finalize the proposed communication/media strategy and action plans;
- Assist WBB with the guidance of the Communication Specialist (CS) to arrange frequent stakeholder consultations to receive feedback to improve communication messages;
- Assist in preparing the communication plan for the Project and update regularly

- for WBB approval and for submission to the WB for review;
- Support WBB with the guidance of the Communication Specialist (CS) in developing communication monitoring mechanism to Measure, assess and report progress on communication that helped to achieve of results;
- Assist WBB with the guidance of the Communication Specialist (CS) to maintain close coordination with journalist, public officers, citizen groups, other stakeholders to disseminate the project communication plan;
- Assist in developing and implementing a streamlined communication Strategy for WBB and SPP;
- Accompany SPP team on field visit when required;
- Support WBB with the guidance of the Communication Specialist (CS) to formatting and layout of WBB and SPP publication for printing;
- Support WBB with the guidance of the Communication Specialist (CS) to graphic designing and editing of visual materials social media platforms where necessary;
- Support WBB with the guidance of the Communication Specialist (CS) to compiling content such as Social Media Contents, Newsletters, Hand books, Promotion Videos, and other IEC materials for variety of audience;
- Assist WBB with the guidance of the Communication Specialist (CS) to prepare regular implementation status reports as required by the Project Steering Committee, WBB and WB; and
- Support other project related activities as may be assigned by CS/Deputy Project Director

4. REPORTING OBLIGATION

The Senior Communication Officer will report directly to the Communication Specialist and Deputy Project Director/ Project Director of the PMT and will work closely with other PMT staff.

5. DURATION OF THE ASSIGNMENT

This is a full-time work assignment at PMT of WBB. The services of the Senior Communication Officer are required for a period up to September 2027. The Senior Communication Officer services shall be subject to annual performance evaluation based on performance indicators specified below. Performance evaluation shall be the basis for extension or termination of the services. Facilities such as office space, intercom telephone facilities, personal computers, printing facilities, Internet access and stationery will be provided.

6. PERFORMANCE INDICATORS

The following performance indicators shall be used for performance assessment:

- Positive progress and good performance of the entrusted communication activities, as per communication plan;
- Timely production of accurate communication feedback reports and IEC materials;
- Positive evaluation of performance by Social Protection Project WB during prior and ex-post review;

- Timely monitoring, tracking and follow-up of the project communication plan;
- Efficient team work and coordination of communication activities;
- Support in implementing the capacity building agenda related to communication and awareness; and
- Accurate and regularly updated communication filing system, in both hard and soft copies.

7. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Project Senior Communication Officer undertakes to comply with WBB's and WB's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Senior Communication Officer shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without the prior written consent of the WBB. Any draft reports and other documents produced by the Senior Communication Officer will be discussed and cleared with the CS before their final issue. A non-disclosure agreement (NDA) will be signed between the WBB and the selected candidate to be attached to the contract.

8. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

(According to Management Services Circular No 02/2026 Annexure 01 - Basic Qualification Under the Category E)

- A Bachelor's degree in Communication, Journalism or any other related 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
- At least 03 years of experience in the required area of specialization
- A past similar assignment of same level and nature in a government or International Financial Institution project is highly desirable;
- Specific skills in digital designing, video and content developing
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word and Power Point) and Internet;
- Excellent report writing and good command of both spoken and written English and Sinhala is required.
- Demonstrated experience in working with the community
- Existing relationship with mainstream and social media platforms