

## 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.

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
<b>Programme Officer</b>	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 <b>06 years</b> 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	<p>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</p> <p>With</p> <p>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.</p> <p>With</p> <p>The candidate should have experience in Computer Software, Hardware &amp; Networking.</p> <p>With</p> <p>Minimum <b>04 years</b> of Experience in ICT Field.</p>	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](http://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](mailto:sesip@moe.gov.lk) and [sesip2020@gmail.com](mailto:sesip2020@gmail.com) or handed over to the same address and obtain an acknowledgement. The deadline for submission of applications will be **November 04<sup>th</sup>, 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