

TERMS OF REFERENCE

Welfare Benefits Board (WBB)
Ministry of Finance, Economic Stabilization & National Policies (MoF)

SOCIAL PROTECTION PROJECT (SPP)

PROJECT SECRETARY

1. BACKGROUND

1.1 Context. Sri Lankans have been hit by a significant economic downturn over the past two years. The spread of the coronavirus pandemic, as well as fiscal and monetary indiscipline have shrunk the economy. Sri Lanka's gross domestic product contracted by 7.8% in 2022, while inflation peaked at 69.8% in September 2022, and the Sri Lankan Rupee (LKR) depreciated close to 80 percent against the US dollar in 2022. As a result, the poverty rate doubled from 13.1% to 25% (\$3.65 per capita, 2017 PPP) between 2021 and 2022. Around 75% of households were estimated to have experienced a reduction in their incomes, and 37% of households were facing acute food insecurity in November 2022. Moreover, women-headed households, which were already 60 percent poorer than male headed households, were pushed deeper into poverty.

1.2 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.

1.3 Project Components and Funding. The total value of the Project is US\$200 million. The first component of the Project is allocated with \$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.

1.4 Implementation Arrangements. The Project has two implementing agencies: Ministry of Finance (MoF) and Ministry of Women, Child Affairs, Social Empowerment (MoWCASE). The Welfare Benefits Board (WBB), under MoF, will manage the day-to-day operations for strengthening of the social registry and payments to beneficiaries for new cash transfer program Aswesuma, while the Department of Samurdhi Development (DSD), under MoWCASE, will manage the day-to-day operations for the economic inclusion pilot and integrated family support.

The Project Management Team (PMT) in WBB is looking for a qualified Deputy Project Director (DPD) to help WBB manage all the project management activities related to the above Project.

Project Secretary Duties and Responsibilities :

- They implement filing systems that make it easy to find any document quickly and efficiently. Reply to Correspondence Responding to emails, letters, and telephone calls are key job functions.
- To write an effective project secretary job description, begin by listing detailed duties, responsibilities and expectations. We have included project secretary job description templates that you can modify and

Sample responsibilities for this position include :

- Keep the hard copy in a good order including contract, Purchase Order, correspondence
- Maintain contact lists (project, vendor, and client), correspondence log and action log
- Write, proofread, and prepare correspondence and the assigned tasks per Project Manager the Project team requests
- Maintaining calendars, schedules appointments, screen calls and emails & taking appropriate actions, arranges meetings inclusive of venues
- Run overtime reports in Convert reconcile with Overtime sheets
- Prepares documents such as contracts, reports, correspondence, memos
- Schedules appointment, meeting
- Other ad-hoc project, proposal and business unit tasks as necessary
- Assist the project in the organization and logistical preparation of workshops, seminars, visiting missions, field trips
- Inputting data and maintaining various computerized databases for correspondence, statistics, calendars, mail Schedules appointments, meetings