



## VACANCIES IN THE PROJECT PREPERATORY UNIT

Applications are invited for the following posts from experienced and qualified citizens of Sri Lanka for the project Preparatory unit of the Integrated Watershed and Water Resources Management Project under the Ministry of Mahaweli Development and Environment on contract basis (up to 31<sup>st</sup> December 2019). This project is aimed on sustainable management of water resources by conserving, protecting, rehabilitating watersheds while reducing water induce hazards to the public and enhancing the effectiveness of water related infrastructure investments.

## 01. Development Assistant - 01 Post (Supporting Staff) as per MSD Circular 01/2019

**Profile:** Responsible for providing administrative services to staff members carrying out various project implementation activities, managing correspondence with stakeholder agencies. Track the progress, manage and update staff, draft proposals, analyze and compile reports on project related activities.

**Requisite:** A Bachelor's Degree which is recognized by the University Grants Commission.

## 02. Account Assistant - 01 Posts (Supporting Staff) as per MSD Circular 01/2019

**Profile:** Services assigned with the duties require specialized technical skills and knowhow are among those assisting and / or facilitating the functions of those engaged in the executive, managerial and administrative levels in the institutions. Officers falling within this category of Service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

**Requisite:** Should have passed in GCE (O/L) examination in six (06) subjects with credit passes for Sinhala/Tamil/ English, Mathematics and two other subjects in one sitting.

With

Having successfully followed and obtained a certificate leading to relevant technical course falling within the NVQ Level 5 involving the area of work related to the post as recognized by the Tertiary and Vocational Education Commission (Specify the relevant course concerned according to the post)

## 03. Administrative Assistant (Supervisory Management Assistant) - 01 Post (Supporting Staff) as per MSD Circular 01/2019

**Profile:** This Category of Service is assigned with duties of multi-functional nature including personal management, custody of cache and supervision and operations of cache handling that are made specific by their executives so as to derive assistance for their executive duties in the institution.

**Requisite:** Should have passed GCE (O/L) examination in six (06) subjects with credit passes for Sinhala/ Tamil/ English, Mathematics and two other subjects in one sitting

And

Should have passed all the subjects at the GCE (A/L) examination in one sitting (except general test) (Pass in three subjects under old syllabus in one sitting would suffice).

## 04. Management Assistant - 02 Post (Supporting Staff) as per MSD Circular 01/2019

**Profile:** Assist in implementation of the project activities, maintain the files and the records of the project. Prepare/ check Financial/ Procurement/ Other project related documents including documents for reimbursement, other general establishment works.

**Requisite:** Should have passed in GCE (O/L) examination in six (06) subjects with credit passes for four subjects including Sinhala/Tamil/ English, Mathematics and two other subjects in one sitting

And

Having passed GCE (A/L) examination in one sitting (except general test) (Pass in three subjects under old syllabus in one sitting would suffice).

And

Preference will be given to candidates who would communicate in English language and are computer literate. Related experience in procurement would be an added qualification.

## Method of Selection:

Shortlisted applicants based on qualifications and experience will be called for an interview. Duly note that all incomplete applications will be rejected.

Preference is given to suitable qualified applicants who possess prior experience related to World Bank, UNDP, WHO or related foreign funded projects.

## Salary:

Subject to provision in the Management Services Circular 01/2019 dated 05.03.2019 and public administration circular no. 03/2016

## General Conditions:

01. Applicants should be below 65 years of age.
02. Shall be of good character and sound physical health.
03. Work experience in foreign funded projects in Sri Lanka will be an added advantage.
04. All officers are expected to perform their duties in liaison and coordination activities with relevant Government Organizations and other agencies.
05. Proficiency in English, familiarity with government regulations and computer literacy are essential prerequisites for these posts.
06. Appointments are on a contract basis initially for a period for a period of 01 year and renewable thereafter annually, subject to satisfactory performance.

## Applications:

All Applicants are requested to forward their applications together with Curriculum Vitae giving educational, professional qualifications and experience along with two non - related referees on or before 10<sup>th</sup> September 2019 by-email to [iwwrrmp@sltnet.lk](mailto:iwwrrmp@sltnet.lk). Applicants who are in the Government / Semi Government Sector should forward their applications through their respective Heads of Department.

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APT - Jhr  
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