

# VACANCIES



## NATIONAL WATER SUPPLY & DRAINAGE BOARD

(Ministry of City Planning, Water Supply & Higher Education)

### POSTS OF MANAGER (INFORMATION TECHNOLOGY) & PERSONAL SECRETARY / ASSISTANT - CL.II

National Water Supply & Drainage Board (NWS&DB) is the leading government agency responsible for provision of Water Supply and Sewerage facilities to the people of Sri Lanka. The Board presently provides piped water to about 08 million people through more than 2 million service connections. It is a prestigious Organization having a large number of Professionals. Activities of the Board is being expanded to achieve the government's objective of piped water coverage up to 60% and safe water coverage up to 100% in Sri Lanka by the year 2020.

Applications are hereby invited from Citizens of Sri Lanka for vacancies existing in the above-mentioned posts. The applicants should possess the following qualifications and experience.

#### 1. MANAGER (Information Technology)

##### Qualifications & Experience

Bachelor's Degree (Special) in Computer Science / IT / Computer Engineering from a University recognized by the U.G.C.

&

Postgraduate Degree (Masters) in a relevant field

&

At least 12 years experience in a relevant field in Managerial Level in a Government Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

**Salary Code** : HM 1-1

**Salary Scale** : Rs.154,115 - 10 x 2,806 - 182,175/= p.m. plus cost of living allowance.

**Board Grade** : IV

**Selection Criterion** : Interview

© THE ASSOCIATED NEWSPAPERS OF CEYLON LTD. ALL RIGHTS RESERVED.

#### 2. PERSONAL SECRETARY / ASSISTANT - CL.II

##### Qualifications & Experience

Examination of Chartered Secretaries of Institute of Chartered Secretaries' and Administrators - UK or equivalent qualifications\*

OR

Diploma in Secretarial practice with 10 years experience as a Personal Secretary

Typing speed - 45 wpm

Shorthand speed - 90 wpm

**Salary Code** - JM 1-2

**Salary Scale** - Rs.83,763 - 15 x 1,725 - 109,638/= p.m. plus cost of living allowance & other allowances.

**Board Grade** - VII

**Selection Criteria** - Written Test, Practical Test & Interview

##### Fringe Benefits :

- \* Annual Bonus Payment & Productivity Allowance
- \* Encashment of un-availed medical leave.
- \* Medical reimbursement scheme.
- \* Vehicle loans / Housing loans through the Government Banks.
- \* Distress loans on concessionary terms.

##### Age Limit :

Not more than 45 years of age on the closing date of applications. This age limit will not apply to the candidates in the Government Sector Organizations. Their applications should be forwarded through the respective Heads of their Institutions.

Applications with complete Bio-data along with copies of all relevant testimonials should be sent under registered post to reach the Additional General Manager (Human Resources Management), National Water Supply & Drainage Board, Galle Road, Ratmalana on or before 16th September 2019. The post applied for should be marked on the top left hand corner of the envelope. The applications which are not attached the relevant certificates will be rejected.

**General Manager**

**National Water Supply & Drainage Board,  
Galle Road,  
Ratmalana.**