

Join hands to shape the future

Realise your professional goals within a rewarding environment:
At MAGA, Sri Lanka's leading construction company, join the
dynamic team driving the nation forward.



Manager Training & Development

Candidate Profile:

- Graduate qualification in human resource management, engineering, or management
- Minimum 10 years of experience with 05 years of hands-on training experience in an organization
- Excellent communication skills
- Ability to design and structure training programmes

Key Responsibilities:

- Identify training & development needs of the organisation through job analysis and Training Needs Assessment (TNA)
- Design training programmes based on the needs of the organisation together with internal & external resource persons
- Manage the delivery of training programmes in line with the training budget and assess the return on investment
- Produce training materials for in-house training programmes
- Monitor and review the progress of trainees
- Research and adopt new technologies and methods in training

Location: Head Office, Colombo

Administrative Officer

Candidate Profile:

- Minimum 05 years of experience in the relevant field
- Very good command of English and Sinhalese (both written and verbal)
- Computer literacy with thorough knowledge of MS Office will be an added advantage
- Retired commissioned officers of the Armed forces or Police with the above profile are encouraged to apply

Key Responsibilities:

- Manage and control all general administration matters of the Company
- Coordinate with projects and activity centres, and attend to their administration requests
- Attend to all correspondence and documentation
- Liaise with stakeholders
- Manage security and transport
- Manage discipline, welfare, and grievances
- Control wastage and misuse of company property

Location: Head Office, Colombo 05

The above positions provide excellent career progression opportunities in a professional environment, along with attractive remuneration.

If you can fulfill the above requirements, please send your application with contact details of two non-related referees to hr@maga.lk or to the address below on or before 22 June 2020.

Please indicate the position applied for as the subject of your e-mail or on the top left corner of the envelope.

Manager Human Resources

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