

NATIONAL PROCUREMENT COMMISSION



Post of Secretary General

The National Procurement Commission invites applications from self-motivated, result-oriented and proactive Officers in Public Service or retired Officers from the Public Service for the Post of Secretary General to provide leadership to the NPC Office in carrying out the Commission's Constitutional Mandate.

Applicant's desired profile

- i. Possessing a Bachelor's Degree with Postgraduate qualification and preferably professional qualification in Engineering / Accountancy / Economics / Law / Management or Administration ;
- ii. Belonging to an All-Island Service and holding not less than an Additional Secretary / Director General position in the Government Service.
- iii. Experience in policy and procedure formulation, well versed in organizational management, team work and decision making, procurement cycle management and implementation of the post procurement activities.
- iv. Experience in working in projects / procurement activities with international donor agencies will be an added advantage.
- v. Should be a result-oriented, self-motivated team leader with sound communication and interpersonal skills.

Note : If the selected applicant is already in service, the appointment will be on permanent basis. If the selected applicant is retired from service, the appointment will be on contract basis.

Salary Scale :

If the selected candidate is already in Government Service, he/she is entitled to the salary scale SL-3-2006. If the selected candidate is retired from the Public Service, he/she is entitled to receive the salary and other allowances based on the Public Administration Circular No. 03/2018.

Method of Selection

Shortlisted applicants based on the above qualifications and experience in public procurement will be called for an interview.

Application Procedure

The applicants are requested to forward their CVs indicating educational and professional qualifications, experience, competencies, job related skills and career achievements along with the names of two non-related referees by Registered Post or by hand on or before **24th July 2020** to the address given below.

Candidates who are already in the Public Service should forward their applications through the relevant Head of Institution.

The envelope must be marked as "**Application for the Post of Secretary General**" at the top left-hand corner.

**Chairman,
National Procurement Commission
No. 145, Main Street,
Battaramulla.**