



INDUSTRIAL TECHNOLOGY INSTITUTE
363, BAUDDHALOKA MAWATHA, COLOMBO 7

The Industrial Technology Institute (ITI) (formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**) a Statutory Board functioning under the State Ministry of Skills Development, Vocational Education, Research and Innovations is a Multidisciplinary Research Institute in Sri Lanka dedicated to the promotion of industrial development through R & D, Contract, Consultancy, Training and Technical Services.

The Institute seeks dynamic, energetic and resourceful candidates for the following posts and the most suitable among the applicants will be selected to fill the vacancies in particular sections. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. Additional Director General (Technical Services) (HM 2-2)

**Minimum Qualifications/Experience
(1 or 2 below)**

1. B Sc. Special Degree (04 years) with a 1st class or 2nd class in Science / Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree (by research) in Science / Engineering which is recognized by the University Grants Commission, Sri Lanka **OR** Charter from a professional body recognized by the Institute of Engineers **AND** 18 years relevant experience after the first degree of which Six (06) years should be at Senior Manager Level and Five (05) years evidence as a researcher orchestrated by continuous research publications, technology transfer etc.
2. B Sc. Special Degree (04 years) in Science or Engineering **OR** B Sc General Degree in Science with a 1st class or 2nd class which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD Degree in Science/Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** 18 years relevant experience after the first degree of which six (06) years should be at Senior Manager Level and Five (05) years evidence as a researcher orchestrated by continuous research publications, technology transfer etc.

Job Description

1. Provide strong leadership and management skills including the use of ICT to improve internal processes and efficient delivery of services.
2. Ensure that the allocated resources are effectively managed and the services are delivered on time.
3. Identify and analyze problems, develop and implement remedial strategies wherever necessary.
4. Recognize opportunities for improvement and adapt in managing change.
5. Develop long-range human resources plan for the division.
6. Promote linkages between ITI and industry via explicit mechanisms such as technical services, consultancies, training and exchange of manpower.
7. Ensure that research and technological services are done, keeping to benchmark standards.
8. Ensure that the ITI code of conduct, systems and procedures are clearly communicated within the division and those standards are maintained.
9. Study and analyze technology and market trends and forecasts to identify niche areas of opportunity, partners, customers, competitors and markets.
10. Set job descriptions and Key Performance Indicators to individuals/sections linked to ITI targets, both financial and non financial and periodically monitor and guide sections to achieve such targets.
11. Establish synergistic alliances and networks with foreign R & D institutions for research and technological services that have both global and national implications.
12. Solicit funding from Government and other Agencies, including International organizations for R & D and or Technological Services that are of value to the nation.
13. Identify and develop expertise in areas where Sri Lanka is likely to have competitive advantage by strengthening such thrust areas.
14. Develop skills amongst Scientists and Engineers in Intellectual Property (IP) literacy and stimulate IP oriented research and technology transfer to gain business advantage.
15. Assist the Director General in overall management of the Institute and perform any other duties assigned by him towards achieving institute's overall objectives.

2. Director (Administration & Human Resources Development) (HM 1-3)

Minimum Qualifications/Experience

A Bachelor's Degree in Human Resources, Management, Administration, Science, Law or Commerce which is recognized by the University Grants Commission, Sri Lanka

AND

A Postgraduate qualification (Masters') in Human Resources Management or equivalent which is recognized by the University Grants Commission, Sri Lanka

AND

A minimum of 15 years experience in Administration and Human Resources Development after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

Job Description

1. To efficiently manage the human resources of the section including HR planning and development for effective delivery of mandated activities.
2. To set Key Performance Indicators for the section to monitor performance and take appropriate intervention measures for continual improvement.
3. Responsible for the General Administration and HRD functions and reporting to the higher management on day to day management of the ITI.
4. To be in charge of the Personnel Management function of the ITI including disciplinary matters.
5. To be responsible for the implementation of Government Circulars those are relevant to the institute with the approval of the Director General and the Board of Management.
6. Carry out identified HRM and HRD tasks to ensure the delivery of value added HR related benefits to ITI.
7. Identify and analyze problems, develop and implement remedial strategies in administration/HR related issues wherever necessary.
8. Ensure that the ITI code of conduct, systems and procedures are clearly communicated within the institute and those standards are maintained.
9. To establish, maintain and improve appropriate quality management system in line with the institute quality policy to enhance productivity.
10. Actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
11. To implement the institute internal processes such as the ERP system, and Procurement, Health & Safety, Energy Management, ICT etc., to improve efficiency.
12. To promote cultural/attitudinal changes among the staff that delivers best business practices in a Research & Development Environment.
13. Assist Institute Secretary in all legal matters connected with the institute.
14. Any other duties assigned by the Director General and/or the relevant Additional Director General.

3. Senior Legal Officer (MM 1-1 II)

**Minimum Qualifications/Experience
(1 or 2 below)**

1. A Degree in Law which is recognized by the University Grants Commission, Sri Lanka and Attorney-at-Law and Notary Public **AND** three (03) years post qualifying experience in relevant field to the post.
2. An Attorney -at -Law and Notary Public **AND** five (05) years post qualifying experience in relevant field to the post.

Job Description

1. The legal officer gives legal advice to upper-level staff to ensure the best legal approach is taken for ITI. He /She advise them on matters of constitutional and national law.
2. He/ She may have to handle conflicting legal matters that involve international, public, and private law. In many cases, the legal officer has to present information on a written or oral platform that all associates and staff can understand.
3. Whatever legal advice the officer offers must coincide with existing laws. As an administrator, he/she must promote strong relationships with partners and clients of ITI. This could mean acting as a liaison between partners and work groups.
4. Drawing up and submitting major contracts, agreements and other legal documents are the responsibility of this person.
5. A legal officer must research different information to make sure the corporation or agency is acting in accord with all applicable laws. She/he also researches proposals for fundraising ventures to provide a legal perspective.
6. Appear in courts, represent Institute and its employees in all legal matters pertaining to the institute functions/affairs.

***Age:**

HM 2-2	Should not be less than 35 years and not more than 55 years
HM 1-3	Should not be less than 35 years and not more than 55 years
MM 1-1-II	Should not be less than 22 years and not more than 45 years

* This upper age limit will not apply to the employees of the Government Departments / Corporations

Salary Scales:

HM 2-2	Rs.93,020-12x2,700-125,420/- (Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)
HM 1-3	Rs.86,865-15 x 2,270-120,915/- (Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)
MM 1-1 – II	Rs.53,175-10 x 1,375-15x1,910x15-95,575/- (Plus Government Approved Allowances)

Other benefits applicable for the above positions

- The selected candidates may be entitled to performance based incentives, contributory medical insurance scheme and other benefit schemes implemented by the institute.
- The Institutes operates its own Provident Fund Scheme towards which the employees contribute 10% of the Gross Salary and the Institute contributes 15%. A further 3% of the salary will be contributed by the employer to the Employees Trust Fund.
- Applicants presently employed in Government Departments/State Corporations/Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.
- **Applicants are requested to use the given format in the ITI web (www.iti.lk) when submitting your application. Applications that do not conform to these requirements will be rejected.** Duly completed application with photocopies of certificates of Educational and Professional qualifications and experience together with names and addresses of two non-related referees should be sent under registered post to the address given below on or before **2020.10.02**.
- The post in respect of which the application has been made should be indicated on the top left corner of the envelope.

**Director General/CEO
Industrial Technology Institute
363, Bauddhaloka Mawatha,
Colombo 07.**

www.iti.lk