



VACANCY

MINISTRY OF ENERGY

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from citizens of Sri Lanka who possess the qualifications and experience indicated below for the following post.

Every applicant,

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character.

Post of Director (Administration) (No of post: 01)
(Head Office Located at Orugodawatte, Wellampitiya)

Common Responsibilities:

- To efficiently manage the human resources of the section including HR planning and development for effective delivery of mandated activities.
- To set Key Performance Indicators for the section to monitor performance and take appropriate intervention measures for continual improvement.
- Responsible for the General Administration and HRD functions and reporting to the higher management on day-to-day management of the SLAEB
- To be in charge of the Personnel Management function of the SLAEB including disciplinary matters.
- To be responsible for the implementation of Government Circulars those are relevant to the institute with the approval of the Director General.
- Carry out identified HRM and HRD tasks to ensure the delivery of value-added HR related benefits to SLAEB.
- Identify and analyze problems, develop and implement remedial strategies in administration/HR related issues wherever necessary.
- Ensure that the SLAEB code of conduct, systems and procedures are clearly communicated within the institute and those standards are maintained.

- To establish, maintain and improve appropriate quality management system in line with the institute quality policy to enhance productivity.
- Actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
- To implement the institute internal processes such as the ERP system, and Procurement, Health & Safety, Energy Management, ICT etc., to improve efficiency.
- To promote cultural/attitudinal changes among the staff that delivers best business practices in a Research & Development Environment.
- Any other duties assigned by the Chairman or Director General

Qualifications:

External Candidates (1 or 2 below)

1. A Bachelor's Degree in Human Resources Management, Public Administration, Management, Public Management or Commerce which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Internal Candidates (1 or 2 below):

1. Having obtained the qualifications required by the external candidate above.
2. Completion of minimum five (05) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post.

Age : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Employee Category As per MSD Circular No. 30: Senior Manager (HM 1-3)

Salary Code: HM 1-3 2016

Salary Scale:

Rs. 86,865/- 15 x 2,270/- = 120,915 (monthly) as per Management Services Department (MSD) Circular 02/2016. (In addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

By a structured interview, conducted by a panel appointed by the appointing authority.

Nature of Appointment:

Permanent with entitlement of Employees' Provident Fund and Employees' Trust Fund.

Other Benefits : Other benefits entitled to this post will be provided as per the applicable government circulars.

Application with full bio-data, names and addresses of two non-related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairperson, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 24th March 2025. The post for which the application is forwarded should be mentioned on the left-hand top corner of the envelope. Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Chairperson,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112-533427-8**