

GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRILANKA

MINISTRY OF MEGAPOLIS AND WESTERN DEVELOPMENT

METRO COLOMBO URBAN DEVELOPMENT PROJECT (MCUDP)

(WB Funded Project)

VACANCIES - PROJECT STAFF

Metro Colombo Urban Development Project, implemented under the Ministry of Megapolis and Western Development is setup mainly to address the flood and drainage management in the Metro Colombo Region with sub projects to improve infrastructure, capacity building of selected local authorities and some beautification projects. US \$ 321 million worth project has 56 sub projects where credit facilitation is done by the World Bank. The scope of flood mitigation is proposed to achieve by installing three rain water pumping stations, two storm water tunnels and three flood control gates in addition to many new constructions and improvements to the storm water drainage system in the Metro Colombo area. These projects are stepping towards the implementation stage with experts of national and international design and build assignments and construction supervision assignments.

Project Management unit of the Metro Colombo Urban Development is expecting to secure the services of Professionals for the following vacancies.

<i>Post</i>	<i>No.</i>	<i>Job Descriptions</i>	<i>Required Qualifications</i>
Category 1 - LEVEL PS-2			
1.1 Deputy Project Director (Technical)	01	Deputy Project Director (Technical) is responsible for managing the sub (Contract, Claims & Procurement) divisions of the Project Management Unit. S/he will assist the Project Director in progressing of above sub divisions and monitoring of all sub projects implementing under implementing (SLLRDC, CMC & UDA) agencies. S/he will represent the project at forums, meetings and coordinate with all on sub projects and handling & provide solutions for issues as required and delegated by the Project Director.	<p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>With</p> <p>At least 15 years post qualifying experience at a Managerial Level out of which 07 years should be in Senior Managerial Level.</p> <p>Or</p> <p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>And</p> <p>A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field</p> <p>with</p> <p>At least 13 years post qualifying experience in Managerial Level.</p> <p>Or</p> <p>Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 12 years' experience in the Class I post.</p>
Category 2 - LEVEL PS-3			
2.1 Procurement Specialist	01	Procurement Specialist is responsible for managing the procurement division of the project. Pre/post tender Contract Administration, cooperation with implementing agencies in finalizing procurement activities, liaison with World Bank (WB) for procurement approvals and adhering to WB and GOSL procurement guidelines and key functions of the procurement division. Procurement Specialist has to undertake any other project relevant procurement responsibilities assigned by the Project Director.	<p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>With</p> <p>At least 14 years post qualifying experience at Managerial Level out of which 07 years should be in Senior Managerial Level.</p> <p>Or</p> <p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>And</p> <p>A postgraduate Degree or full membership of a recognized professional institution in the relevant field</p> <p>with</p> <p>At least 12 years post qualifying experience in Managerial Level.</p> <p>Or</p> <p>Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 11 years' experience in the Class I post.</p>
2.2 Finance Manager	01	Finance Manager is responsible for managing the Finance Division of the Project Management Unit. S/he will assist the Project Director in all financial matters with responsibility for developing overall project policies on financial management and auditing of project accounts & preparing financial progress reports & annual accounts. S/he will coordinate with funding organizations on project financial management issues as required and delegated by the Project Director.	<p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>With</p> <p>At least 14 years post qualifying experience at Managerial Level out of which 07 years should be in Senior Managerial Level.</p> <p>Or</p> <p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>And</p> <p>A postgraduate Degree or full membership of a recognized professional institution in the relevant field</p> <p>with</p> <p>At least 12 years post qualifying experience in Managerial Level.</p> <p>Or</p> <p>Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 11 years' experience in the Class I post.</p>
2.3 Senior Engineer (Civil)	02	Senior Engineer (Civil) is responsible for assigned scope of works undertaken by the implementing agencies and project relevant engineering responsibilities assigned by the Project Director. He is expected to supervise staff involved in construction supervision of civil construction works and to assist in contract administration. This job necessarily includes, design review, monitoring of construction work and finalization of As Built Reports and Drawings.	<p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>And</p> <p>A postgraduate Degree or full membership of a recognized professional institution in the relevant field</p> <p>with</p> <p>At least 12 years post qualifying experience in Managerial Level.</p> <p>Or</p> <p>Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 11 years' experience in the Class I post.</p>
2.4 Senior Engineer (Mechanical)	01	Senior Engineer (Mechanical) is responsible for assigned scope of works undertaken by the implementing agencies and project relevant engineering responsibilities assigned by the Project Director. He is expected to supervise mechanical, electro-mechanical and hydro-mechanical construction works and to assist in contract administration related to all mechanical, hydro mechanical and electro mechanical works. This job necessarily includes, design review work, monitoring fabrication, welding & installation process of hydro mechanical projects, incoming inspection of material & mechanical equipment and finalization of As Built Reports & Drawings.	<p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>And</p> <p>A postgraduate Degree or full membership of a recognized professional institution in the relevant field</p> <p>with</p> <p>At least 12 years post qualifying experience in Managerial Level.</p> <p>Or</p> <p>Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 11 years' experience in the Class I post.</p>
2.5 Senior Engineer (Electrical)	01	Senior Engineer (Electrical) is responsible for assigned scope of works undertaken by the implementing agencies and project relevant engineering responsibilities assigned by the Project Director. He is expected to supervise electrical installation works and to assist in contract administration related to all electrical works. This job necessarily includes, design review work, monitoring installation procedures, inspection of electrical material & equipment and finalization of As Built Reports & Drawings.	<p>A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission</p> <p>Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p>Or</p> <p>A professional qualification successfully completed from recognized professional Institute in the relevant field</p> <p>And</p> <p>A postgraduate Degree or full membership of a recognized professional institution in the relevant field</p> <p>with</p> <p>At least 12 years post qualifying experience in Managerial Level.</p> <p>Or</p> <p>Class I Officer of a Government All Island Services or a similar status in the relevant field with at least 11 years' experience in the Class I post.</p>

<i>Post</i>	<i>No.</i>	<i>Job Descriptions</i>	<i>Required Qualifications</i>
Category 3 - LEVEL PS-4			
3.1 Quantity Surveyor	01	Quantity Surveyor is responsible for checking tender documents, contracts, budgets, bills of quantities and other documentation, measure and value the work done on site, liaise with the client and other construction professionals, such as site managers, project managers and projects engineers at implementing agencies and sites.	A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission Or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field
3.2 Legal Officer	01	Senior Legal Officer is responsible for advising Project Director on overall legal aspects of sub projects implementing under all implementing agencies and handling all legal matters with respective stake holders of the project.	Or A professional qualification successfully completed from recognized professional Institute in the relevant field
3.3 Senior Manager Communication	01	Manager Communication is responsible for setting up of a communication management team in MCUDP and dissemination of brochures, pamphlets, videos, commercials, boardings, etc., manage, identification, preparation and implementation of strategic communication plans, lead media relations - including regular information flow, organizing media events and preparing media products such as press releases, etc. He/She will coordinate with Web Developer in delivery of a professional website and content management and be responsible for overall quality and updating. Engage with civil society organizations - proactive information flow, hold transparent and timely consultations, and gather and report on feedback and prepare/Improve the quality of the report submitted by the Project for the stakeholders will also come him/her.	having passed the intermediate examination of a recognized professional institute in the relevant field And At least 09 years post qualifying experience in the relevant field Or An Officer of the Government All Island Services Class III/II or above or similar status in the relevant field With At least 11 years experience in the Class II/III post.
Category 4 - LEVEL PS-6			
4.1 Technical Officer (Civil)	02	Technical Officer is responsible for preparation & understanding of Engineering drawings, BOQs, cost estimation, supervision of construction activities, maintaining site records and relevant responsibilities assigned by Project Director/Project Manager.	A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission Or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field
4.2 Technical Officer (Mechanical)	01	Technical Officer is responsible for preparation & understanding of mechanical drawings, BOQs, cost estimation, supervision of mechanical construction activities, maintaining site records and relevant responsibilities assigned by Project Director/Project Manager.	Or A professional qualification successfully completed from recognized professional Institute in the relevant field
4.3 Environment Officer	01	Environment Officer is responsible for carrying out screening for each sub-project, ensure timely preparation of Environmental Assessments/Management Plans for sub-projects, ensure consistency of safeguard documents with national environmental regulations, obtain necessary clearance from local environmental/regulatory authorities, prepare and submit regular environmental monitoring and implementation progress reports and handling public complaints relating environmental issues.	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. And At least 04 years experience in the required area of specialization. Or Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. And At least 09 years experience in the required area of specialization. Or Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. And At least 14 years experience in the required area of specialization.
4.4 Project Secretary	01	Project secretary is responsible for responding to e-mails, letters, and telephone calls obtaining from various parties and keep the all correspondence, documents and records safely under custody. S/he should arrange and prepare for meetings in-office and off-site, which includes managing schedules for meetings and conferences for the whole team. S/he should provide administrative support to the Project Director & the team.	Having passed the G.C.E. O/L examination in six (6) subjects with three (3) credit passes including English, Sinhala/Tamil languages. With A secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary. With Minimum of six (6) years experience in relevant field. OR A chartered Secretary with at least five (5) years experience in the relevant field.

Terms and Conditions:**Salary scale:**

As per Management Services Circular No.01/2016 of 24.03.2016.

Method of Selection:

Working experience in foreign funded projects will be an added qualification and shortlisted applicants based on the qualifications and experience will be called for an interview.

Applications:The applicants are requested to forward their Curriculum Vitae giving Educational, Professional qualifications and experience along with two non-related referees under registered post on or before **Aug 06, 2018** to reach the address given below.

Please indicate the post applied for on the top left hand corner of the envelope. Applicants who are in the Government Sector should forward their applications through Heads of the Department and are advised to send an advance copy to ensure timely delivery of the applications.

**Project Director,
Metro Colombo Urban Development Project,
Ministry of Megapolis & Western Development,
12th Floor, Sethsiripaya Stage II,
Battaramulla.**