GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Highways

ROAD DEVELOPMENT AUTHORITY

EMPLOYMENT OPPORTUNITY

Applications are invited from Sri Lankan citizens to fill the following vacancy existing at the Road Development Authority.

1) Director (Administration) HM 1-3

Educational and Professional Qualifications and experience:

External candidates: (1 or 2 below)

1. A Bachelors' Degree in the field of Human Resource Management / Public Administration / Public Management which is recognized by the U.G.C.

   WITH

   A Postgraduate Degree qualification (Masters') in the field of Human Resource Management / Public Administration / Public Management or Chartered Membership of a recognized Professional Chartered Institute, which is relevant to the subject area of the post.

   AND

   Minimum of 17 years' experience at a "Managerial Level" with a proven track record in a Corporation, Statutory Board / Institution or a reputed private institution.

2. Full Membership of a recognized Professional Chartered Institution in the field of Human Resource Management / Public Administration / Public Management.

   AND

   Minimum of 17 years experience at a "Managerial Level" with a proven track record in a Corporation, Statutory Board / Institution or a reputed private institution.

Salary scale

HM 1 - 3 - Rs.86,865 - 2,270 x 15 - 120,915 + all other allowances approved by the Government and Road Development Authority .

Age Limit

Age should be not less than 35 years, and not more than 55 years.

General Conditions applicable to the post:

- Employees' Provident Fund contribution by the Authority is 12% against 8% by the Employees plus additional contribution of 3% towards Employees' Trust Fund by the Authority.
- An assigned vehicle with the approved fuel allowance or transport allowance will be provided by the terms of the prevailing Public Enterprise Circular No. PED 1/2015 dated 2015.05.25 & PED 1/2015 (I) dated 2016.10.27.
- Applicants form the Govt. Departments / state corporations / statutory boards & Authorities should send the applications through the respective heads of the institution.
- Names, addresses and telephone numbers of two non related referees should be stated in the application to obtain verifications of the applicant.
- Photocopies of educational, professional, experience and other relevant certificates should be attached to the application.

Application with the post applied for should be written on the top left hand corner of the Envelop and sent by registered post to reach Director (Administration) at the following address on or before **06.11.2020**.

(Application Form)

Application for the post of ..... in the Road Development Authority

1. Name with initials: .....
2. Name in full: .....
3. Address: Private: .....
   Office: .....
4. Date of Birth : Year ..... Month ..... Date ..... Age .....
5. National Identity Card Number : .....
6. Nationality: .....
7. Gender: Male ☐ Female ☐
8. Religion: .....
9. Telephone Number & Fax number: Private ..... Official ..... Mobile: .....
   Fax: .....
10. E - mail Address: .....
11. Educational Qualification:

Degree	University/ Institution	Duration	Date of qualified

12. Professional Qualification:

Courses	University/ Institution	Duration	Date of qualified

13. Membership :

Institution	Membership Category			Nature of the Category	
	Fellow	Member	Associate	Cooperate	Non - Cooperate

14. Qualified category as per the Advertisement - No 01 ☐ No 02 ☐

15. Working Experience / Service Record (from Higher position to Lower position held) -

Information of the post and Service places of the applicant

Designation	Managerial Level			Name of the Organization - & Address of the present service place.	Service period (Date/Month/Year)			Whether organization comes under the previous Management Service Department Yes/ No	No. of employees in the Organization	No. of employees supervised by the applicant directly	Salary scale & structure of the applicant relevant to the designation (Salary Code relevant to the present Post)	Category of Sector		
	Senior / Higher Manager	Middle Manager	Junior / Line Manager		From	To	No. of Years					Private	Government	Semi Government

I certify that the above particulars furnished by me are true and correct.

Date: ..... Signature of Applicant: .....

Please nominate two non - related referees:

1. Name ..... Post ..... Contact No. .....
   Address: Official ....
   Private ....

2. Name ..... Post ..... Contact No. .....
   Address: Official ....
   Private ....

Director General

Road Development Authority,

1st Floor, "Maganeguma Mahamedura",

No. 216, Denzil Kobbekaduwa Mawatha Battaramulla.