



**MINISTRY OF TOURISM & AVIATION  
PROJECT MANAGEMENT UNIT**

**BANDARANAIKE INTERNATIONAL AIRPORT DEVELOPMENT PROJECT PHASE II STAGE 2**

**VACANCIES (ON CONTRACT BASIS)**

Applications are invited from qualified, dynamic citizens of Sri Lanka, for the following positions of the abovementioned Project in BIA at Katunayake as per Management Services Circular No. 1/2019 of 15.03.2019 issued by the Ministry of Finance.

**01. Deputy Project Director – 01 Post**

**Qualifications: (i, ii, iii or IV below)**

i. A Bachelor's Degree in Civil Engineering, which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in Civil Engineering.

**OR**

An Associate membership or a similar professional qualification obtained from a recognized professional institution in Civil Engineering.

**WITH**

At least 15 years' post qualifying experience at Managerial Level out of which 07 years should be in Senior Managerial Level.

**OR**

ii. A Bachelor's Degree in Civil Engineering, which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in Civil Engineering.

**AND**

Corporate/ Chartered membership or a similar professional qualification obtained from a recognized professional institution in Civil Engineering.

**OR**

A Postgraduate degree in Civil Engineering with at least 13 years post qualifying experience in Managerial Level out of which 6 years should be in the senior Managerial Level.

**AND**

iii. A Bachelor's Degree in Civil Engineering which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in Civil Engineering.

**AND**

A Postgraduate Degree in Civil Engineering.

**AND**

Corporate/ Chartered membership or a similar professional qualification obtained from a recognized professional institution in Civil Engineering.

**WITH**

At least 11 years post qualifying experience in Managerial Level out of which 5 years should be in the Senior Managerial Level.

**OR**

iv. Class I officer of a Government All Island Services or a similar status in Civil Engineering.

**WITH**

At least 06 years' experience in the Class I post.

**Salary: Level PS 2 – Rs. 185,000/-**

**02. Project Contract Specialist – 01 Post**

**Qualifications: (i ,ii or iii below)**

i. A Bachelor's Degree in Civil Engineering which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field.

**OR**

An Associate membership or a similar professional qualification obtained from a recognized professional institution in the relevant field.

**WITH**

At least 14 years post qualifying experience at Managerial Level with experience in contract Management out of which 07 years should be Senior Managerial Level

**OR**

ii. A Bachelor's Degree in Civil Engineering which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field.

**OR**

An Associate membership or a similar professional qualification obtained from a recognized professional institution in the relevant field.

A postgraduate Degree in the relevant field,Corporate Chartered membership or a similar professional qualification obtained from a recognized professional institution in Civil Engineering.

**WITH**

At least 10 years post qualifying experience in Managerial level.

**OR**

iii. Class I officer of a government all Island Services or a similar status in the Civil Engineering.

**WITH**

At least 05 years' experience in a Class I post

**Salary : Level PS 3 – Rs. 180,000/-**

**03. Civil Engineer – 02 Posts**

**04. Electrical Engineer – 01 Post**

**05. Electronics Engineer – 01 Post**

**06. Mechanical Engineer – 01 Post**

**07. Architect – 01 Post**

**08. HR Administrator – 01 Post**

**09. Project Accountant – 01 Post**

**Qualifications: (i or ii below)**

i. A Bachelor's Degree in the relevant field, which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field.

**OR**

An Associate membership or a similar professional qualification obtained from a recognized professional institution in the relevant field.

**WITH**

At least 09 years post qualifying experience in the relevant field.

**OR**

ii. An officer of the Government All Island Service Class III/II or above or similar status in the relevant field.

**WITH**

At least 09 years' post qualifying experience in Class III/II post.

**Salary: Level PS 4A – Rs. 155,000/-**

**10. Senior Quantity Surveyor – 01 Post**

**Qualifications: (i, ii or iii below)**

i. A Bachelor's Degree in Quantity Surveying which is recognized by UGC or having passed the intermediate examination of the institute of Quantity Surveying Sri Lanka.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field.

**OR**  
An Associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field

**OR**

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 06 years of experience in the required area of specialization.  
ii. Having obtain a certificate of proficiency not below than the NVQ Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.

**WITH**

At least 11 years' Post qualified area of specialization experience in Quantity Surveying.

**AND**

iii. 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 in Technical field.

**WITH**

At least 16 years if experience in the required area of specialization.

**Salary: Level PS 5 - Rs. 105,000/-**

**11. Accounts Assistant – 01 Post**

**Qualifications: (i & ii below)**

i. A Bachelor's Degree in the relevant field which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field.

**AND**

ii. Should possess a Certificate of Licentiate/intermediate or equivalent in ICAS/ CIMA/ ACCA.

**WITH**

At least 4 years' post qualifying experience in the relevant field.

**Salary: Level PS 6 – Rs. 67,000/-**

**12. Audit Assistant – 01 Post**

**Qualifications: (i & ii below)**

i. A Bachelor's Degree in the relevant field which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field.

**AND**

ii. Should possess a Certificate of Licentiate/intermediate or equivalent in ICAS/ CIMA/ ACCA.

**WITH**

At least 4 years' post qualifying experience in the relevant field.

**Salary: Level PS 6 – Rs. 67,000/-**

**13. Procurement Officer – 01 Post**

**Qualifications: (i ,ii, iii or iv)**

i. A Bachelor's Degree in the relevant field which is recognized by the UGC.

**OR**

ii. An Associate membership or a similar professional qualification obtained from a recognized professional institution in the field of Supplies and Materials Management.

**WITH**

At least 4 years' post qualifying experience in the relevant field.

**OR**

iii. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 from a recognized professional institution in the relevant field.

**WITH**

At least 9 years' post qualifying experience in the relevant field.

**OR**

iv. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 from a recognized professional institution in the relevant field.

**WITH**

At least 14 years' post qualifying experience in the relevant field.

**Salary: Level PS 6 – Rs. 67,000/-**

**14. Technical Officer (Civil) – 01 Post**

**Qualifications: (i, ii & iii)**

i. A Bachelor's Degree in the Civil Engineering which is recognized by the UGC.

**OR**

A qualification recognized by the UGC as an equivalent qualification to the degree in Civil Engineering.

**OR**

An Associate membership or a similar professional qualification obtained from a recognized professional institution in Civil Engineering.

**OR**

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 Civil Engineering field.

**WITH**

At least 4 years of experience in the area of Civil Engineering.

**AND**

ii. Having obtain 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 Civil Engineering field.

**WITH**

At least 09 years of experience in the area of Civil Engineering.

**AND**

iii. 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 Civil Engineering field.

**WITH**

At least 14 years of experience in the area of Civil Engineering.

**Salary: Level PS 6 – Rs. 67,000/-**

**15. Project Secretary – 01 Post**

**Qualifications: (i or ii)**

i. Having passed the G.C.E. (O/L) Examination in six (06) subjects with three (03) credit passes including English and Sinhala/ Tamil languages.

**WITH**

A Secretarial Course from a recognized institution or pursuing Examination leading to Chartered Secretary

**WITH**  
At least 06 years of experience in the relevant field.

**OR**

ii. A Chartered Secretary with at least 05 years of experience as a Secretary.

Experience in a projects as a Project Secretary will be an added advantage.

**Salary: Level PS 6 – Rs. 67,000/-**

**16. Steno Clerk – 03 Posts**

**Qualifications: (i & ii below)**

i. Should have passed 03 subjects at the GCE (A/L) Examination in one sitting.

**WITH**

ii. Should have passed GCE (O/L) Examination in six subjects at one sitting with credit passes in Sinhala/Tamil, English languages, Mathematics and two other subjects.

**Salary:**

Government Approved salary plus 50% allowance on the initial step and approved allowances in terms of the provision in the above circular.

**17. Office Assistant – 03 Posts**

**Qualifications: (i & ii below)**

i. Should have passed GCE (O/L) Examination in six (06) subjects with credit passes for at least two subjects including Sinhala/ Tamil at not more than two sitting.

ii. Experience as an Office Assistant is an added qualification.

**Salary:**

Government Approved salary plus 50% allowance on the initial step and approved allowances in terms of the provision in the above circular.

**Age:**

Should be below 64 years for the posts 01 to 15 and below 45 years for posts 16 & 17 on the closing date of applications.

**Added Experience / Qualification Preferred:**

Preference would be given to those who possess

- i. Experience in foreign funded projects and Competency in interpretation of Terms & Conditions and laws governing construction Contracts and report writing skills. (Post 01 & 02)
- ii. Extensive years' experience in Airport Projects.
- iii. Experience in IT, Electronics & ELV systems on building & **Infrastructure Development** Projects. (Post 04 & 05)
- iv. Have a speed of 70/25 w.p.m. English Shorthand and typing for the Post 15 & 16.
- v. Having professional qualifications in Secretarial Practices will be an added qualification for the Post 15 & 16
- vi. Ability to use accounting soft ware for the Post 11 & 12

**18. Driver – 11 Posts**

**Educational Qualifications:**

i. Should have passed the General Certificate of Education (Ordinary Level) Examination in six subjects in not more than two (02) sittings with at least two credit passes, including Sinhala / Tamil language.

**Vocational Qualifications:**

i. Should have a valid driving licence, issued by the Commissioner General of Motor Traffic, regarding driving of Private / Hiring Vehicles and Station Wagons with Tare Weight less than 24 cwt (Should have obtained valid driving licence of minimum of C or C1 Class or B Class, as per the new driving licence scheme, before three (03) years of the date of recruitment).

**Experience:**

Should have three (03) years experience as a Driver (Should submit documentary certificates for the proof of experience).

**Physical Qualifications / Eligibility)**

i. Should be of minimum height of 05 feet.  
ii. Should be in good physique to serve in the day and the night periods of time and should have good vision and it should be proven by a formal certificate issued by a Govt. Medical Officer.

**Other Qualifications:**

- i. Should be a citizen of Sri Lanka.
- ii. Should have an excellent moral character.
- iii. Should have fulfilled all the qualifications as at the date mentioned in the Notice / Gazette Notification, stating that all the qualifications should have been completed for the recruitment to the post.

**Age:**

Minimum limit :- Not than 18 years  
Maximum limit :- Not more than 45 years

**Salary Scale:**

All the allowances approved by the Government as per the Management Services Circular No. 01/2016 of Ministry of Finance and Planning, dated 24.03.2016, will be paid.

**Place of employment shall be:**

**Bandaranayake International Airport,  
Project Management Unit,  
Minuwagoda Road,  
Naikanda,  
Katunayake.**

Short listed applicants will be called for the interview.

**General Conditions:**

Employee will have to contribute 8% of the salary to EPF (Employees' Provident Fund) and employer will contribute 12% of the salary to EPF (Employees Provident Fund) and 3% to the ETF (Employee's Trust Fund).

**Terms and Conditions of Employment:**

Appointment will be initially for one (01) year, on contract basis and it will be able to extend based on the period of the Project and the satisfactory performance of the employee.

**Applications:**

Applications with the Curriculum Vitae of the applicants, indicating their educational and professional / vocational qualifications together with contact details of two (02) non-related referees, should be sent by registered post, to the following address to receive on or before 24.06.2020, or hand delivered to the Office of the Ministry of the following address. The post applied for should be clearly indicated on the top left hand corner of the envelope enclosing applications. The applicants who are already employed in the Government / Semi Government Services should send their applications through their relevant Heads of the Departments.

**SECRETARY  
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