

MINISTRY OF IRRIGATION

VACANCIES

Mahaweli Water Security Investment Program (MWSIP)

Funding Source: Asian Development Bank (ADB)

The Mahaweli Water Security Investment Program is a part of the Master Plan of the Mahaweli Multi-Purpose Development Program implemented by the Ministry of Irrigation with concessional loan facility obtained from the Asian Development Bank (ADB) and the counterpart funds provided by the Government of Sri Lanka, which is expected to be completed by the year 2024.

Applications:

Applications are hereby invited from suitably qualified citizens of Sri Lanka for the following position on Contract Basis, and the applicants are requested to forward their applications along with their Curriculum Vitae giving educational, professional qualifications and experience with two contacts of non-relative referees in Registered post **on or before 05.08.2021** to reach the address mentioned below, while **indicating the post applied for on the top left-hand corner of the envelope.**

**Program Director,
Mahaweli Water Security Investment Program,
No. 493-1/1, T. B. Jayah Mawatha,
Colombo 10.**

Shortlisted applicants based on highest qualifications and experience, will be called for an interview and selection will be based on merit. Therefore, **any influence or making representation for the recruitment process could be resulted for rejection of the application.** Copies of the certificates to prove basic qualifications should be attached with the application and all the incomplete applications will be rejected. The applications of candidates from Government Services/ Statutory Boards/ Corporations and other Government Institutions should be forwarded through their respective Heads of Institutions, who should state whether the applicants could be released on Full Time Basis, if selected.

Posts and Job Profiles	Qualifications & Experience
<p>Human Resources Officer Program Management Unit - Colombo 01 Post (PS-05) Job Profile</p> <ul style="list-style-type: none">● Maintain effective and efficient Human Resource Management Process in the Program Management Unit of the MWISP under the guidance of Deputy Program Director (HR & Admin) and PD-PMU.● Assist in recruitment of staff to MWISP, Maintain Personal files of MWISP staff, and attend to personnel work such as leave, Increments, EPF and ETF matters, disciplinary matters, termination Etc.● Supervise Management Assistants and Supporting Staff.● Maintain office system properly.● Provide working facilities for PMU staff.● Maintain Effective administrative relationships with the Ministry of Irrigation and other relevant agencies such as Management Services Department.	<p>* Below mentioned qualifications are in accordance with Management Services Department (MSD) Circular No. 01/2019</p> <ol style="list-style-type: none">1. 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 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.2. 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 11 years of experience in the required area of specialization.3. 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 16 years of experience in the required area of specialization. <p>Salary Level: PS-5 - Rs. 105,000.00 — Rs. 113,000.00</p>

***Cost of living allowance will be paid in addition to the salaries specified above as per MSD Circular No. 01/2019.**

General Conditions

1. Applicants should be below 64 years of age.
2. All officers are expected to perform their duties in liaison and coordination activities with relevant Government Organizations and other Agencies.
3. Work experience in foreign funded projects in Sri Lanka will be an added advantage.
4. Proficiency in English, familiarity with government regulations and computer literacy are essential prerequisites for these posts.
5. Employment contracts are for One year, renewable annually based on performance and the requirement of the programs/ projects.
6. Government approved salary scales with allowances as per the Management Services Circular No. 01/2019 and any revisions thereafter. (<http://www.treasury.gov.lk>)

**Secretary
Ministry of Irrigation.**