



MINISTRY OF TOURISM

STATE MINISTRY OF AVIATION AND EXPORT ZONES DEVELOPMENT PROJECT MANAGEMENT UNIT

Bandaranaike International Airport Development Project Phase II - Stage 2

VACANCIES (CONTRACT BASIS)

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

1. Civil Engineer (PS4 Category A) - 01 Post

Qualifications: (i or ii below)

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

OR

A qualification recognized by the University Grants Commission as an equivalent qualification to the Degree in Civil Engineering.

OR

An Associate membership / A similar professional qualification obtained from a recognized professional institute in Civil Engineering.

With

At least 09 years post qualifying experience in Civil Engineering.

- ii. An officer of the Government All Island Service Class iii/ii or above or similar status in Civil Engineering.

With

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

Experience in project planning with MS Project/Primavera are would be an added qualification.

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

2. Project Secretary (PS6 Category A) - 01 Post

Qualifications: (i or ii below)

- 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' experience as a Secretary

- ii. A Chartered Secretary with at least 5 years experience as a Secretary.

Salary: Level PS6 - Rs. 67,000/-

Competencies required for above Posts:

- Age should be below year 63
- Excellent interpersonal communication (verbal and written) and report writing skills
- High level of computer literacy with thorough knowledge in MS Office packages.
- Competency in AutoCAD and MS Project or equal for the Post 1.
- Ability to work independently, in team and manage multiple duties.
- Pleasing personality with excellent PR skills for the post 2.

Terms of Employment:

Staff shall be recruited on **Contract basis for a period of one year** and renewable annually during the project period subject to satisfactory performance.

Place of employment shall be Bandaranaike International Airport, Katunayake.

Applications:

Duly completed applications with educational, professional qualifications and experience with contract details of two non-related referees should be sent under registered post to reach the following address within **10 working days** of this advertisement, indicating the post applied for on the top left-hand corner of the envelope. **Self-certified copies of certificates to be attached to the application.** Applicants who are in government/semi government sector should forward their applications through Heads of Departments. Short listed applicants based on qualifications and experience will be called for an interview.

The Secretary

State Ministry of Aviation & Export Zones Development

30th Floor, West Tower,

World Trade Centre,

Colombo 01.