



MINISTRY OF HIGHWAYS & INVESTMENT PROMOTION

POST OF OFFICE MANAGER CENTRAL EXPRESSWAY PROJECT

Applications are invited from citizens of Sri Lanka for the post of OFFICE MANAGER in the Central Expressway Project of the Ministry of Highways & Investment Promotion. This Project established under the Provisions of the Management Services Circular No. 33 of the General Treasury as Project Management Units (PMU).

01. Minimum Qualifications & Experience:

An officer of the Government All Island Services Class I or similar status
With

Minimum of 10 years experience in Class I level in the relevant field

Or

Chartered / Corporate membership of recognized Professional Institution
postgraduate degree in the relevant field

And

Minimum of 10 years post qualifying experience in the relevant field.

02. Age Limit: Below 57 years

03. Salary:

In accordance with the provisions laid down in the Management Services Circular No. 33(1) of 05.04.2007 issued by the Department of Management Services.

04. Terms of Employment:

The appointment will be on contract basis initially for a period of one year. Extension could be considered based on performance.

05. Other Benefits:

Employees' Provident Fund contribution by the Project 12% against 8% by the Employee plus an additional contribution of 3% towards Employees' Trust Fund.

Self-prepared Curriculum Vitae (CV) stating full details of qualifications, experience and other relevant information with telephone numbers and contact details of two non-related referees should be sent under registered cover clearly indicating the post applied for on the top left hand corner of the envelope to reach the Project Director, Central Expressway Project, 564/1, Jaya Mawatha, Akuregoda Road, Pelawatta, Battaramulla on or before 15th September 2015. Applicants employed in Government Departments, State Corporations, Boards and Authorities should send their applications through the Heads of their respective organizations.

**Project Director
Central Expressway Project**