

**VACANCIES****Sri Lanka Anti-Doping Agency**

Applications will be received from citizens of the Democratic Socialist Republic of Sri Lanka to fill the following vacancies existing at the Sri Lanka Anti-Doping Agency.

1. Information Technology Officer (01 Post)**1.1 Job Description**

Work relevant to Information and Communication Technology being supplemental and helpful to work of those in the senior management and management field in the institution.

1.2 Qualifications**1.2.1 External Applicants**

- a) Should have obtained a degree with Computer Science / Information Technology subjects from a university recognized by the University Grants Commission

and

having 01 year's service experience in computer field

or

- b) At least the National Vocational Qualifications (NVQ) Level 7 in Information Technology or equivalent qualifications recognized by the Tertiary and Vocational Education Commission and 03 years service experience in the Information Technology Service.

1.2.2 Internal Applicants

- 1) Should have fulfilled the qualifications for the external applicants stated above
2) Should have completed a minimum of five years (05) satisfactory service period in a post relevant to a field in "Management Assistant - Technical" (MA2) Service Category, Grade II.

1.3 Salary Scale:

JM 1-1-2006 - Rs. 20,490 - 10x325 - 18x475 - 32,290

In addition to the salary, other government approved allowances will also be paid.

1.4 Age :

Should be not below 22 years and not above 45 years. Internal applicants will not be affected by the upper age limit.

1.5 Method of Recruitment :

On the result of a structural interview.

2. Translator (English to Tamil Language or Sinhala to Tamil Language) - 01 Post**2.1 Job Profile**

Translations relevant to advisory type work implemented through the main task entrusted to the institution according to the provisions in either the ordinance, The Act

or

Legal provisions in creating the institution.

2.2 Qualifications :**2.2.1 External Applicants**

- i. Obtained a degree recognized by the University Grants Commission in Tamil Language, English Language, Science, Management or Law fields,

with

- ii. Passed GCE (O/L) Examination with Distinctions in Tamil and English Languages

with

- iii. One (01) year experience as a English / Tamil Translator at a State or State affiliated institution or a reputed private firm

with

- iv. Ability in the usage of computer (Tamil Language) keyboard.

2.2.2 Internal Applicants (01 or 02 below)

- i. Should have fulfilled the qualifications for the external applicants stated above.
ii. Should have completed a minimum of eight (08) years satisfactory service period in a post relevant to the field in "Management Assistant - un-technical" (MA1) Service Category.

2.3 Salary Scale:

MA 4-2006 - Rs. 17,720 - 10x325 - 15x400 - 5x475 - 29,345

In addition to the salary, other allowances approved by the government will also be paid.

2.4 Age :

Should not be below 22 years and not above 45 years. Internal applicants will not be affected by the upper age limit.

2.5 Method of Recruitment :

On the results of a structured interview.

3. Development Officer (01 Post)**3.1 Job Profile**

Assisting State Management for the development of the institution

3.2 Qualifications :**3.2.1 External Applicants**

Should have obtained a Degree in Management, Accountancy, Commerce Statistics, Social Science or Economics subjects fields recognized by the University Grants Commission

3.2.2 Internal Applicants

Should have completed the qualifications for external applicants stated above.

3.3 Salary Scale:

MA 3-2006 - Rs. 15,240 - 10x185 - 4x210 - 15x290 - 7x320 - 24,520

In addition to the salary, other allowances approved by the government will also be paid.

3.4 Age :

Should not be below 22 years and not above 45 years. Internal applicants will not be affected by the upper age limit.

3.5 Method of Recruitment :

On the results of a structured interview.

● General Conditions**Every applicant should**

- i. be a citizen of Sri Lanka
ii. be of excellent character and be physically and mentally fit
iii. be agreeable to serve in any part of the island

- Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

(Selected applicants will have to contribute 8% of their salaries to the EPF and the employer will provide 12%. An additional 3% of the applicant's salary will be provided by the employer to the ETF).

● Method of Application

Applications containing bio-data, names, addresses and telephone numbers of 02 non-related referees along with copies of certificates and character certificates should be sent by registered post addressed to **Director-General, Sri Lanka Anti-Doping Agency, 100/7, Independence Avenue, Colombo 07**, to be received on or before 21.03.2016. Applicants from Government Departments / Corporations / Statutory Boards should submit their applications through the respective Heads of Institutions. The cover containing the application should be marked the post applied for at the left side top corner.

**Director General,
Sri Lanka Anti-Doping Agency.**