

VACANCIES

MINISTRY OF EDUCATION

With a view to enhance the public investment in the education sector, a significant amount of financial resources have been provided to the Ministry of Education for the following:

- Providing facilities of teacher quarters, rest room etc. in rural and regional schools
- Providing sanitary and water facilities for all schools
- Providing electricity facilities (through national grid or solar) for the schools
- Upgrading facilities of primary schools
- Upgrading facilities of secondary schools (Activity rooms, Laboratories, Multimedia facility rooms etc.)
- Improving the facilities of schools which have not been assisted during the recent past
- Upgrading schools in the plantation sector to secondary level
- Improving facilities to educate science in schools
- Facilitate dental health facilities in schools

To accomplish tasks under each of the above, the Department of Management Services has approved establishment of a Project Management Unit (PMU).

Applications are invited from suitably qualified and experienced individuals for the following positions of the PMU. Salaries will be paid according to the Management Services Circular No. 33 (05.04.2007) and other Management Services Circulars.

S/No.	Position	Required Qualifications and Experience	No. of Vacancies / Salary Ref.	
			Project Office (Ministry)	Sub Office (Province)
01	Project Director	Bachelor Degree in the field of Engineering, Science, Law, Economics, Business, Commerce, Agriculture, Business Administration / Management, Accounting or any other relevant field. With Minimum of 15 years of experience of which 8 years should be in Senior Managerial Level. Or Bachelor Degree. And A Postgraduate qualification (Master / Diploma) in the relevant field or corporate Membership of a recognized professional institution in the relevant field. With Minimum of 12 years post qualification experience in the managerial level.	01 Level A as per Mgt. Ser. Cir. No. 33	Nil
02	Chief Project Engineer	Chartered Civil Engineer / Postgraduate degree of a subject on civil Engineering. And Minimum of 10 years experience after obtaining the Charter. Or Civil Engineer of Sri Lanka Engineering Service (SLES) - Grade 1 with 8 years of experience in Grade 1.	01 Level B as per Mgt. Ser. Cir. No. 33	Nil
03	Chief Project Accountant	Chartered Accountant with 10 years of experience after obtaining the Charter. Or Accountant of Sri Lanka Accountant Service (SLAcS) - Class 1 with 8 years of experience in Class 1.	01 Level B as per Mgt. Ser. Cir. No. 33	Nil
04	Chief Architect	Chartered Architect with minimum of 10 years experience after obtaining the Charter. Or Architect of Sri Lanka Architect Service (SLArchS) - Grade 1 with 15 years of service with minimum 8 years of experience in Grade 1.	01 Level B as per Mgt. Ser. Cir. No. 33	Nil
05	Senior Education Director (Specialist)	Postgraduate Degree in Education with 10 years post qualification experience in Senior Management Level. Or Officer of Grade 1 in Sri Lanka Education Administrative Service (SLEAS) with minimum of 8 years experience in Grade 1 of SLEAS with Master of Education Degree.	01 Level B as per Mgt. Ser. Cir. No. 33	Nil
06	Procurement Specialist	Bachelor Degree (Preferably Special Degree) from a recognized university in Business Administration, Procurement or a field related to purchasing. Or Minimum of 8 years of post-qualification experience in a field related to procurement. Excellent working knowledge of Procurement guidelines of the government of Sri Lanka is essential.	01 Level B as per Mgt. Ser. Cir. No. 33	Nil
07	Project Accountant	Chartered Accountant with minimum of 5 years experience. Or Accountant of Sri Lanka Accountant Service - Class I or similar status with 8 years of experience.	02 Level C as per Mgt. Ser. Cir. No. 33	Nil
08	Project Engineer	Chartered Civil Engineer with 8 years of experience. Or Civil Engineer of Sri Lanka Engineering Service Class I or similar status with 8 years of experience.	04 Level C as per Mgt. Ser. Cir. No. 33	01 per Province Level C as per Mgt. Ser. Cir. No. 33
09	Project Architect	Chartered Architect with 8 years of experience. Or Architect of Sri Lanka Architectural Service - Grade I or similar status with 8 years of experience.	03 Level C as per Mgt. Ser. Cir. No. 33	Nil
10	Chief Quantity Surveyor	Chartered Quantity Surveyor with minimum of 5 years experience. Or BSc Degree in Quantity Surveying with minimum of 8 years experience or equivalent.	01 Level B as per Mgt. Ser. Cir. No. 33	Nil
11	IT Specialist	Bachelor Degree in Information & Communication Technology (Preferably Special Degree) from a recognized University with minimum of 8 years post qualification experience.	01 Level C as per Mgt. Ser. Cir. No. 33	Nil
12	Asst. Director of Education	Bachelor Degree with 8 years of experience in the required area of specialization. Or Sri Lanka Education Service Class I or similar status with 8 years of experience.	03 Level C as per Mgt. Ser. Cir. No. 33	Nil

S/No.	Position	Required Qualifications and Experience	No. of Vacancies / Salary Ref.	
			Project Office (Ministry)	Sub Office (Province)
13	Quantity Surveyor	BSc Degree in Quantity Surveying with 8 years of experience after graduation. Or NCT in Quantity Surveying with 12 years of experience after obtaining the certificate or equivalent.	02 Level C as per Mgt. Ser. Cir. No. 33	Nil
14	Senior Technological Officer	NDT in Civil Engineering with 10 years of experience or equivalent. Or Officer of Sri Lanka Technological Service (in Civil Engineering) Special Class with 3 years of experience in Special Class. Or Officer of Sri Lanka Technological Service (in Civil Engineering) Class 1 with 6 years of experience in Class 1.	02 Level D as per Mgt. Ser. Cir. No. 33	03 per Province Level D as per Mgt. Ser. Cir. No. 33
15	Senior Draughtsman	NCEDS (Draftsmanship) with 12 years of experience after the certificate. Or Officer of Sri Lanka Technological Service (in Draftsmanship) Special Class. Or Officer of Sri Lanka Technological Service (in Draftsmanship) Class 1 with experience of 6 years in Class 1.	01 Level D as per Mgt. Ser. Cir. No. 33	Nil
16	Technological Officer - Class I	NDT in Civil Engineering with 10 years of experience or equivalent. Or Sri Lanka Technological Service Class I Officer or NVQ level 5 or above qualified officer with 8 years' experience in Civil Engineering.	04 Level D as per Mgt. Ser. Cir. No. 33	06 per Province Level D as per Mgt. Ser. Cir. No. 33
17	Technological Officer - Class II	NCT in Civil Engineering with 10 years post qualified experience or equivalent. Or Sri Lanka Technological Service Class II Officer.	Nil	09 per Province Level D as per Mgt. Ser. Cir. No. 33
18	Draughtsman	NCEDS (Draftsmanship) with 10 years of experience or equivalent. Or Officer of Sri Lanka Technological Service - Civil in Draftsmanship Class II with 3 years of experience.	03 Level D as per Mgt. Ser. Cir. No. 33	Nil
19	Procurement Assistant	Diploma in Supplies & Materials Management from an approved institution by the government with minimum of 8 years experience in relevant subjects.	03 Level D as per Mgt. Ser. Cir. No. 33	Nil
20	Information Technology Assistants	Diploma in Information Technology from an approved institution by the government with 5 years of experience. Or Officer of Sri Lanka Information Technological Service of Grade II.	02 Level D as per Mgt. Ser. Cir. No. 33	Nil
21	Management Assistants	Bachelor Degree from any field with 5 years of experience after graduation in Documentation, Accounting, Secretarial Practice etc. in public or recognized private sector organization Or Officer of Public Management Assistants' Service Grade II or Development Officer or Development Assistant having 3 years of experience in the posts.	10 Level D as per Mgt. Ser. Cir. No. 33	02 per Province Level D as per Mgt. Ser. Cir. No. 33
22	Office Assistants (K.K.S.)	Having qualification in G.C.E. (O/L) examination with six passes and two Credits.	02	01 per Province

General Conditions

- 01 The duty station will be Ministry of Education, Battaramulla or a Provincial Office. Officer may need to travel to project implementation sites.
- 02 Age should be below 57 years as at 18.05.2016.
- 03 Strong computer literacy on spreadsheet, word processing, making presentations, internet and email is a must for positions under Level A to D.
- 04 Highest proficiency in English Language is required with fluency in Sinhala and / or Tamil language for positions under Level A to D.
- 05 Demonstrated communication skills (written and oral) and negotiation / consultation skills for positions under Level A to D.
- 06 Preference will be given to those who have prior working experience in similar capacity in projects especially in the public sector.
- 07 Recruitment will be on contract basis.
- 08 Only short-listed candidates will be called for an interview.
- 09 Selected applicant should be able to take up the assignment within reasonable time period, preferably within one month.
- 10 The initial contract will be for one year, of which first six months will be on probation. The contract period is renewable annually for the next three years subjected to the satisfactory performance demonstrated at formal performance appraisal by the supervising officers.
- 11 The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
- 12 Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the assignment.

Application forms can be downloaded from below mentioned web link: www.moe.gov.lk. All applications should be sent under registered cover along with the copies of relevant certificates and documents in order to prove the qualifications and experience. State "Application for post of [indicate the post applied] - S/No." on top of the left side of envelope to reach the "Secretary, Administration Division, 2nd Floor, Ministry of Education, Isurupaya, Pelawatta, Battaramulla" on or before 18.05.2016.

Secretary,
Ministry of Education,
Isurupaya,
Pelawatta,
Battaramulla.