

MINISTRY OF TRANSPORT & CIVIL AVIATION

VACANCIES - PROJECT STAFF

Ministry of Transport and Civil Aviation invites applications for the recruitment of following staff for the Project Management Unit of Phase II Stage 2 of Bandaranaike International Airport Development Project as per Management Services Circular No.1/2016.

Applications are invited from qualified and experienced citizens of Sri Lanka, to fill the following positions in the proposed project. Proficiency in English, familiarity with the Government regulations and computer literacy are essential prerequisites for all positions.

S/No.	POSITION VACANT	NO. OF VACANCIES
1.	Civil Engineer	01
2.	Quantity Surveyor	02
3.	Technical Officer	01
4.	Project Secretary	01
5.	Management Assistant	01
6.	Steno Clerk	01

The qualification/experience requirements for above posts are appended below:

CIVIL ENGINEER

Qualifications: (i or ii below)

i. A Bachelor's Degree in Civil Engineering which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field
AND

At least 9 years post qualifying experience in the relevant field.

ii. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field

With

At least 11 years' experience in Class II/III post.

Experience:

Preference would be given to those who possess post qualifying experience in supervision of large scale building projects with planning of construction projects.

Competencies Required

- Fluent in written and spoken English including report writing skills
- Excellent knowledge of MS Office, MS Excel, MS Projects and AutoCAD
- Strong team player with interpersonal skills. Ability to prioritize and manage multiple tasks
- Contribution to team effort by accomplishing related works as needed
- Checking surveying works, reference points established and elevations.
- Ensuring adherence to construction specifications and safety standards by monitoring project progress; inspecting construction site; verifying calculations and placements.
- Ensuring completion of construction works within budget and to agreed timescales through the consultant.

Age: Should be below 65 years on the closing date for applications.

Salary Range: Level PS4: Rs.155, 000/-

Plus Government approved allowances in terms of the provision in Management Services Circular No. 01/2016 of the Ministry of Finance dated 24-03-2016

QUANTITY SURVEYOR

Qualifications: (i, ii, iii or iv below)

i. A Bachelor's degree in the relevant field which is recognized by the University Grants Commission.

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 the Technical Field
AND

At least 6 years' experience in the required area of specialization.

ii. 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 the Technical Field
AND

At least 11 years' experience in the required area of specialization.

iii. 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 the Technical Field
AND

At least 16 years' experience in the required area of specialization.

iv. The National Diploma in Technology in the Civil Engineering field with Quantity Surveying as a component or a subject awarded by the University of Moratuwa or by a recognized institution
AND

At least 5 years' experience in the required area of specialization

Experience:

Preference would be given to those who possess experience in foreign funded projects and experience in large scale building projects.

Competencies Required

- Written and spoken English communication skills
- Excellent knowledge of MS Office, MS Excel.
- Strong team player with interpersonal skills

- Ability to work independently and manage multiple duties
- Checking of computation in measurement sheets prepared by the consultant on completed works and arranging for disbursement
- Preparation of cash flow statements of projects with the accountant quarterly progress reports
- Contributes to team effort by accomplishing related works as needed

Age: Should be below 65 years on the closing date for applications

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

Plus Government approved allowances in terms of the provision in Management Services Circular No. 01/2016 of the Ministry of Finance dated 24-03-2016

TECHNICAL OFFICER

Qualifications: (i, ii iii or iv below)

i. A Bachelor's degree in the relevant field which is recognized by the University Grants Commission.

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 the Technical Field
AND

At least 4 years' experience in the required area of specialization.

ii. 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 the Technical Field
AND

At least 9 years' experience in the required area of specialization.

iii. 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 the Technical Field
AND

At least 14 years' experience in the required area of specialization.

iv. The National Diploma in Technology in the Civil Engineering field awarded by the University of Moratuwa or by a recognized institution
AND

At least 5 years' experience in the required area of specialization

Experience:

Preference would be given to those who possess experience in foreign funded projects and experience in large scale building projects.

Competencies Required

- Written and spoken English communication skills
- Excellent knowledge of MS Office, MS Excel.
- Strong team player with interpersonal skills
- Ability to work independently and manage multiple duties
- Contributes to team effort by accomplishing related works as needed
- Ensuring adherence to construction specifications and safety standards by monitoring project progress; inspecting construction site; verifying calculations and placements.
- Ensuring completion of construction works within budget and to agreed times cales through the consultant.

Age: Should be below 65 years on the closing date of applications.

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

Plus Government approved allowances in terms of the provision in Management Services Circular No. 01/2016 of the Ministry of Finance dated 24-03-2016

PROJECT SECRETARY

Qualifications: (i or ii below)

i. Having passed the G.C.E. (O/L) Examination in six (06) subjects with three (3) credit passes including English and Sinhala/Tamil Languages
With

A Secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary
With

Minimum 6 years' experience in relevant field.

ii. A Chartered Secretary with at least 5 years' experience as a Secretary/ Stenographer

Preference would be given to those who have a speed of 70/25 w.p.m. English Shorthand and typing

Age: Should be below 65 years on the closing date of applications

Competencies Required

- Written and spoken English communication skills
- Excellent PR skills
- Pleasing personality with interpersonal skills
- Ability to work independently, in team and manage multiple duties
- Extensive knowledge in MS word, spreadsheets, and database management.
- Maintenance of master file, calendars, arranging meetings and keeping records
- Keeping information with in PMU confidential
- Greeting customers, in person or on the telephone; answering or referring inquiries, Possess good telephone etiquette

- Prepares reports by collecting information.
- Maintains technical knowledge by attending educational workshops; reading secretarial publications.
- Contributes to team effort by accomplishing related works as needed.

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

Plus Government approved allowances in terms of the provision in Management Services Circular No. 01/2016 of the Ministry of Finance dated 24-03-2016

MANAGEMENT ASSISTANT

Qualifications:

- Should have passed at least in all subjects at the GCE (A/L) Examination in one sitting
- Should have passed GCE (O/L) Examination in six subjects at one sitting with credit passes in Sinhala/Tamil/English languages, Mathematics and two other subjects Should possess at least 02 years experience in General Administration in a reputed organization.
- Computer Literacy in Microsoft Office
- Ability to type in English/Sinhala (Speed of 30 w.p.m. in English Typing and 25 w.p.m. in Sinhala typing is preferred)
Preference would be given to a person with experience in public service.

Competencies Required

- Written and spoken English communication skills.
- Excellent PR skills and possess good telephone etiquette
- Pleasing personality with interpersonal skills
- Ability to work independently, in team and manage multiple duty
- Maintenance of office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Keeping equipment operational by following manufacturer instructions and established procedures.
- Contributes to team effort by accomplishing related works as needed

Age: Should be below 65 years on the closing date of applications

Salary

Plus Government approved allowances in terms of the provision in Management Services Circular No. 01/2016 of the Ministry of Finance dated 24-03-2016

STENO CLERK

Qualifications

- Should have passed at least in all subjects at the GCE (A/L) Examination in one sitting
- Should have passed GCE (O/L) Examination in six subjects at one sitting with credit passes in Sinhala/Tamil/English languages, Mathematics and two other subjects
- Computer Literacy in Microsoft Office, Excel and Power point
With experience in relevant field

Competencies Required

- Written and spoken English communication skills
- Excellent PR skills and possess good telephone etiquette
- Pleasing personality with interpersonal skills
- Ability to work independently, in team and manage multiple duties.
Contributes to team effort by accomplishing related works as needed

Age: Should be below 35 years on the closing date of applications

Salary

Government approved salary and allowances in terms of the provision in Management Services Circular No. 01/2016 of the Ministry of Finance dated 24-03-2016.

General Conditions

- EPF contribution of the employee will be 8%, Contributions of the employer for EPF will be 12% and for ETF will be 3% of the monthly salary.
- Terms of employment:** Government servants shall be recruited on transfer basis and persons outside government services shall be recruited on contract basis for a period of two years and renewable annually subject to satisfactory performance

Applications

Applicants are requested to forward their Curriculum Vitae giving educational, professional qualifications and experience with two non-related referees under registered cover with copies of the relevant certificates to the following address on or before 12th June 2017, indicating the post applied for on the top left hand corner of the envelope.

Applicants who are in government /semi government sector should forward their applications through Heads of Departments.

Please note that applications without copies of the relevant certificates will be rejected.

SECRETARY
MINISTRY OF TRANSPORT & CIVIL AVIATION
SETHSIRIPAYA STAGE II, 7TH FLOOR
BATTARAMULLA