

## Scheme of Recruitment

1. **Service Category** : Senior Manager

2. **Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation direction, management and decision making in such fields that forms parts of the functions assigned to the chief executive officer (Director General) are assigned to the holder of post in this category.

3. **Job summary** : Ensure the smooth and appropriate implementation of all HRM & General Administration Policies, practices and procedures

3.1 **Job title** : **Director (Admin)**

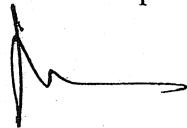
3.1.1 **Responsible to** : DDG (Admin & Finance)

3.1.2 **Area of Responsibility** :

- i. Implement HRM & HRD systems and procedures ensuring of a well trained and motivated staff
- ii. Develop and implement establishments and general administration policies and procedures for the smooth functioning of SLIATE
- iii. Provide direction and guidance to Head Office, ATII, ATI Section on all HRD & General Administration activities
- iv. Ensure the preparation and maintenance of updated job descriptions and job specifications
- v. In consultation with other Divisions and ATII prepare the man power plan for the SLIATE and ensure the recruitment of highly competent staff for SLIATE.
- vi. Prepare an HRD Plan in consultation with other Divisions and ATII/ Section and arrange for staff competency development through local and foreign training
- vii. Ensure impartial application of disciplinary procedures
- viii. Ensure the timely reply to questions in parliament, and answering audit queries
- ix. Preparation of Cabinet memoranda
- x. Supervision of transport division, daily mail, stores management and record room.
- xi. Rendering any other responsibilities assigned by the Director General



4. **Nature of Post** : Permanent with EPF and ETP
5. **Salary Scale** : Salary code and monthly salary scale  
HM 1 -3-2006 - Rs.41745 - 15x1100-58245
- 6 **E.B I** : **Paper One (3 hours)**  
E Code  
Chapters  
Subjects : I, II, IV, VII, VIII, IX, XII, XIV, XVIII, XIX, XX, XXIV, XXVII, XXIX
- Paper Two (three hours)**  
FR Chapter - I, IV, V, VI, XI, XIII and procurement procedure
- Paper Three (three hours)**  
Office system and Office Management
- The officer has to pass the EB within three years from date of appointment.
- 6.1 **All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.**
7. **Recruitment** : Recruitment will be done externally, if suitable candidates are not available in SLIATE.
- 7.1 **Internal Recruitment** : Internal Advertisement
- 7.1.1 **Qualifications** : Master in Management or Administration, and 5 years experience as Registrar / Assistant Director in MM Grade -1 at SLIATE.
- 7.2 **External Recruitment** : Paper Advertisement/ on Secondment
- 7.2.1 **Qualifications** : i) An officer in class 1 of the Sri Lanka Administrative Service.  
ii) Preference will be given to those who have a Master Degree in Management or Administration
- 7.3 **Method of Selection** : Structured interview
3. **Age Limit** : Below 45 years. This would not apply to those in the Public Service/ Corporation Service sectors



9. **Other** : The candidate should be a citizen of Sri Lanka and should be of sound physical health, excellent moral character and sound constitution for the service and further he/she is bound to serve in any part of the Island which he/she is called upon to serve.
10. **Training** : All the new recruits have to undergo an Induction training for one week  
Foreign or local training relevant to the job will be provided
11. **General** :  
i. The service minute of SLAS will be *mutatis mutandis* applicable to the holder of this post who is a member of Sri Lanka Administrative Service.  
ii. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishment code of the Democratic Socialist Republic of Sri Lanka.  
iii. the selected candidate will be on probation for a period of three years.  
iv. those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year  
v for the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable

