

## 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, direct management and decision making in such fields & parts of the functions assigned to the chief executive (Director General) are assigned to the holder of this category.

3 **Job summary** : Ensure the smooth and appropriate implementation of all planning and research functions

3.1 **Job title** : **Director (Planning & Research)**

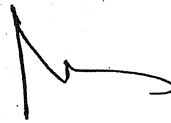
3.1.1 **Responsible to** : DDG (AA & PR)

3.1.2 **Area of Responsibility** :

- i. Collecting all the relevant data and analyzing the progress of those programs annually.
- ii. Develop and maintain suitable visuals depicting the implementation progress of development activities / projects-Operations Room
- iii. Identifying the practical importance of academic programs already revised or expected to be revised.
- iv. Preparing Action Plan for SLIATE and guiding ATII and section in preparing action plans.
- v. Preparing Annual Report
- vi. Coordinating with the industry to plan the academic programs to match with the requirement of the country, and the area where the individual ATII is
- vii. Coordinating the action plan of SLIATE while coordinating with individual ATII and sections.
- viii. Coordinating with the branches of SLIATE and individual ATII to monitor the progress of the action plan continuously.
- ix. Planning and coordinating with the new projects of academic field introduced to SLIATE
- x. Any other duties assigned by the Director General

4. **Nature of Post** : Permanent with EPF and ETF

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 the 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 Qualification : 1) Master Degree in relevant disciplines with 5 years experience as Senior Lecturer.

**And**

2) An excellent performance record based on the performance appraisal system

**OR**

1) Two years experience as Director -2

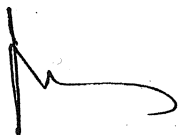
**And**

2) An excellent performance record based on the performance appraisal system

7.2 External Recruitment : Paper Advertisement

7.2.1 Qualifications :

Master Degree in the relevant disciplines with 18 years Academic/Research Post qualifying experience of which at least 3 years should be in senior managerial level in a Higher Educational Institute.



- 7.3 **Method of Selection** : Structured Interview
- 8 **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 **Absorption of officers who are already in the Service:**

The present Director (P&R) will be absorbed to the salary scale of HM 1-3 with effect from 01-07-2008 in terms of the clause chapter VII of the E - code. However the date annual salary increment will remain as it was the absorption. In converting salary he will not be placed at the next higher salary step on the scale that his current salary step is corresponding to in the new salary scale.

12. **General** :

- i The officers selected through external recruitment will be placed in the next 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.
- ii. the selected candidate will be on probation for a period of three year
- iii. those who are already employed in the Public Service will be appointed to act in the new post for a period of one year
- iv 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

