

PARLIAMENT OF SRI LANKA

Post of Assistant Director (Administration) (on contract basis)

A Human Resources Development Office is due to be established under the Department of Administration of Parliament in order to carry out all Human Resource Development activities on the staff of the Secretary General of Parliament with a view to enhancing the abilities of the staff by offering local and foreign training courses so as to equip the staff of the Secretary General of Parliament with the knowledge and skills required to carry out the legislative and administrative functions of Parliament of Sri Lanka more efficiently and effectively.

In order to recruit the Assistant Director (Administration), for a period of two years on contract basis, as the head of the Human Resources Office to be established to achieve the above-mentioned objectives, applications are called from citizens of Sri Lanka who possess an excellent moral character and of sound health.

Applications prepared in accordance with the specimen application form given below should be sent to reach the "Secretary General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura, Kotte" **on or before the 24th February 2020** under registered post. "Post of Assistant Director (Administration)" should be written on the top left hand corner of the envelope. (This advertisement is available on the website www.parliament.lk)

Nature of duties and responsibilities relating to the post :

The new Head of the Human Resources Development Office should bear the overall responsibility of developing a human resource plan, developing an annual training plan in order to meet the needs of identifying the specific training requirements of the staff, identifying the resource persons and directing the staff towards that systematically and implementing it and directing the office in order to achieve the afore-mentioned objectives and monitoring them.

He/ She is expected to build and maintain a positive service environment based on a properly developed plan with a view to motivating the members of the staff, assist in the formulation of human resource policies and procedures and ensure the strict compliance to them.

1. *Salary.*– An allowance of Rs.125,000/= would be paid during the contract period.

2. *Educational, Professional qualifications and Experience.*– A degree on Human Resources Management obtained from a recognized university or a degree awarding institution recognized by the University Grants Commission ;

And

At least 5 years' experience on a post of Head of Human Resources/ Human Resources Manager in a public corporation, Statutory body or the private sector upon securing the above qualifications.

3. *Age limit.*– Not relevant.

4. *Method of recruitment.*– Recruitment will be made upon a review made on the educational qualifications, professional qualifications and subject related knowledge, experience in the field, communication skills and the personality of the candidate through a structured interview conducted by a board of interview appointed by the Secretary General of Parliament.

5. *Terms and Conditions of Service :*

- (i) It is basically expected to recruit a suitable person on contract basis for a period of two years and consideration of the extension of that period will be made on the achievement of the expected objectives and performance of the Department during that period. The selected candidate should sign a service agreement with the Appointing Authority.
- (ii) The selected candidate will be a contributor to the Public Employees' Provident fund during the contract period in terms of the Pension Circular of 07/2015 dated 23.07.2015. In that, 8% of the monthly allowance should be paid for the Public Employees' Provident fund and Parliament will credit 12% to this Fund.
- (iii) Prior to the appointment of the selected candidate, Security Clearance Reports will be obtained on him/ her.

6. The copies of the following certificates (not originals) should be attached to the application by the candidates and produced when called upon to do so.

- (a) Birth Certificate.
- (b) Certificates confirming educational qualifications.
- (c) Certificated confirming professional qualifications.
- (d) Certificates confirming experience.

selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date :_____.

**Certification of Head of Department/Institution
(Only for applicants serving in the Public Co-operations
and Statutory Bodies)**

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of

..... in this Institution. I certify that he/she has been confirmed/not confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

_____,
Signature of Head of Department/
Institution.
(Official Stamp)

Date :_____.