



# URBAN DEVELOPMENT AUTHORITY

## VACANCIES

Applications are hereby invited from suitably qualified Citizens of Sri Lanka, for vacancies existing in the below-mentioned posts. The applicants should possess the following qualifications and experience.

### A. Deputy Director (Human Resource Management)

- A Bachelor (Special) Degree in Human Resource Management, Business Administration, or Public Administration from a University, recognized by the University Grant Commission Sri Lanka.

AND

Having obtained the Corporate Membership of Institute of Personal Management.

AND

Minimum of Ten (10) years experience in relevant field out of which five (05) years should be in Managerial Category.

OR

- A Bachelor (Special) Degree in Human Resource Management, Business Administration, or Public Administration from a University, recognized by the University Grant Commission Sri Lanka.

AND

Post Graduate Diploma in Human Resource Management or Business Administration.

AND

Minimum of Ten (10) years post qualifying experience in Human Resource Management field, out of which five (5) years should be in Managerial Category.

**Salary Scale** - Middle Manager Level –MM 1-1 -2016 Grade I  
Rs. 53,175/- 1375×10, 1910×15, - 95,575/=

Grade I - First Salary Step- Rs. 68,835/=

### B. Assistant Director (Training)

- A Bachelor (Special) Degree in Human Resource Management, Business Administration, or Public Administration from a University, recognized by the University Grant Commission Sri Lanka.

AND

Diploma in Training and Development from a recognized University or Professional institute.

AND

A Minimum of Seven (07) years post qualifying experience in the relevant field, out of which four (04) years experience as Manager Training and Development in a reputed Government or Private sector organization.

**Salary Scale** - Middle Manager Level –MM 1-1 -2016 Grade II  
Rs. 53,175/- 1375×10, 1910×15, - 95,575/=

Grade II - First Salary Step- Rs. 53,175/=

### C. Assistant Director - Human Resource (Investigations)

- A Bachelor (Special) Degree in Human Resource Management, Business Administration, or Public Administration from a University, recognized by the University Grant Commission Sri Lanka.

AND

One (01) year Diploma in Personnel Management/ Human Resource Management/ Industrial Relations from recognized University or Professional Institute.

AND

Minimum of seven (07) years post qualifying experience in relevant field, out of which four (4) years should be in Managerial Category.

Preference will be given to the Applicants those who have qualification in Disciplinary Management / Experience.

**Salary Scale** - Middle Manager Level –MM 1-1 -2016 Grade II  
Rs. 53,175/- 1375×10, 1910×15, - 95,575/=

Grade II - First Salary Step- Rs. 53,175/=

### D. Confidential Secretary

- A Bachelor Degree from a University, recognized by the University Grant Commission Sri Lanka.

AND

Minimum 05 years experience as Confidential Secretarial Practice in a reputed public/ private sector organization.

OR

- One year Diploma in Secretarial Practices from a recognized Institution approved by Tertiary and Vocational Education Commission or University Grant Commission Sri Lanka.

AND

Minimum 08 years experiences Confidential Secretarial Practice in a reputed public/ private sector organization.

A Membership of the Chartered Secretaries of Sri Lanka would be an added qualification.

**Salary Scale** - Junior Manager Level –JM 1-1 -2016  
Rs. 42,600/- 10x755, 18x1135 - 70,580/=

### 02. General Conditions:

- Applicants must be below 45 years in age. Age limit will not apply for the candidates in Public/ Corporation Service.
- Appointments will be on permanent Basis.
- Employees' provident fund (15% contribution by the Authority)
- Employees Trust fund (3% contribution by the Authority)

### 03. Fringe Benefits

- UDA Housing Loan & Distress Loan Scheme
- Annual Bonus
- Encashment of unutilized medical Leave
- Medical Insurance

- The selected candidates will be considered for placement on a salary point above the initial of the scale depending on their qualifications and experience.
- Applicants who are in state / state corporations service should send in their applications through the heads of their departments/ Corporations with an advance copy being sent direct.
- Applications giving full details of educational/ professional Qualifications, experience etc. with copies of relevant certificates should be forwarded to:

**Chairman,  
Urban Development Authority  
09th Floor, "Sethsiripaya"  
Battaramulla.**