



**STATE MINISTRY OF URBAN
DEVELOPMENT, COAST CONSERVATION,
WASTE DISPOSAL AND COMMUNITY
CLEANLINESS**



**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 (ENGINEERING SERVICES)

- An accredited Bachelor's (Special) Degree in Civil Engineering from a University, recognized by the University Grants Commission, Sri Lanka.

AND

Having obtained the Corporate Membership of the Institution of Engineers, Sri Lanka.

AND

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

Preference would be given to candidates with experience in building services and procurement processes in public organizations.

Salary Scale - Middle Manager Level - MM 1-1 -2016 Grade I

Monthly Salary - Rs. 104,000/- approximately

B. DEPUTY DIRECTOR (HUMAN RESOURCE MANAGEMENT)

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

AND

Having obtained the Corporate Membership of Institute of Personnel 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's (Special) Degree in Human Resource Management, Business Administration or Public Administration from a University recognized by the University Grants Commission, Sri Lanka.

AND

Postgraduate 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 (05) years should be in Managerial Category.

Salary Scale - Middle Manager Level - MM 1-1 -2016 Grade I

Monthly Salary - Rs. 104,000/- approximately.

C. ASSISTANT DIRECTOR (TRAINING)

- A Bachelor's (Special) Degree in Human Resource Management, Business Administration or Public Administration from a University recognized by the University Grants 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

Monthly Salary - Rs. 77,000/- approximately.

D. ASSISTANT DIRECTOR - HUMAN RESOURCE (INVESTIGATIONS)

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

AND

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

AND

Minimum of seven (07) years post qualifying experience in the relevant field, out of which four (04) years should be in Managerial Category.

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

Salary Scale - Middle Manager Level - MM 1-1 -2016 Grade II

Monthly Salary - Rs. 77,000/- approximately.

E. CONFIDENTIAL SECRETARY

- A Bachelor's Degree from a University recognized by the University Grants Commission, Sri Lanka.

AND

Minimum of five (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 the Tertiary and Vocational Education Commission or University Grants Commission, Sri Lanka.

AND

Minimum of eight (08) years experience as 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

Monthly Salary - Rs. 62,500/- approximately.

02. General Conditions:

- Applicants must be below 45 years of age. Age limit will not apply to 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

04. The selected candidates will be considered for placement on a salary point above the initial of the scale depending on their qualifications and experience.

05. Applicants who are in state / state corporation service should send in their applications through the heads of their departments/ corporations with an advance copy being sent direct.

06. Please apply within 10 days with complete curriculum vitae giving educational, professional qualifications, experience etc. with copies of relevant certificates to:

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