



STATE MINISTRY OF RURAL HOUSING AND CONSTRUCTION &
BUILDING MATERIALS INDUSTRIES PROMOTION

Programme Coordination Unit

**Accelerated Programme for Middle Income
Housing & Infrastructure Development**

VACANCY

The government has embarked upon an island wide exclusive programme to construct houses for middle income wage-earners. These housing units will be constructed in suburbs, mostly around nodal points along expressways and highways.

The housing programme will be executed under the State Ministry of Rural Housing and Construction & Building Materials Industries Promotion with National Housing Development Authority as the main implementation agency. Accordingly, applications are invited from suitable Sri Lankans for the following post in the Programme Coordination Unit for the Accelerated Programme for Middle Income Housing & Infrastructure Development under the State Ministry of Rural Housing and Construction & Building Materials Industries Promotion.

1. PROJECT SECRETARY (1 Post) - PS6 (Below 1 or 2)

Project Secretary will be responsible for all administration matters related to the Programme in addition to secretarial duties, for the smooth operation of the Programme. Proficiency in English and Sinhala (written and oral), Interpersonal Relations and Advanced Computer knowledge is prerequisites for the post.

Experience & Qualifications Required:

1. Having passed the G.C.E (O/L) in six (06) subjects with three (3) credit passes including English and Sinhala or Tamil language with a secretariat course from recognized institution or pursuing examination leading to Chartered Secretary with a minimum of six (06) years experience.

Or

2. A Chartered Secretary and at least five (05) years of experience in the relevant post.

Salary Scale: Rs. 67,000/= - Rs. 73,000/= (as per the provisions of the Management Services Circular No. 01/2019).

Age Limit: Below 50 years.

Method of forwarding the applications

The applicants are requested to forward their Curriculum Vitae giving educational, professional qualifications and experience along with two non-related referees under registered cover on or before 20th November 2021 to reach the address given below.

Address:

Programme Director, Accelerated Programme for Middle Income Housing and Infrastructure Development, PO Box 1826, 9th Floor, National Housing Development Authority Building, Sir Chittampalam A. Gardiner Mawatha, Colombo 02.

Please indicate the post applied for on the left-hand corner of the envelope. Applications who are in the Government/Semi Government Sector should forward their applications through their Heads of the Institutions and advised to send in an advance copy to ensure timely delivery of the applications.

Programme Director,
Accelerated Programme for Middle Income Housing and Infrastructure Development,
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03.11.2021