



State Ministry of Skills Development, Vocational Education
Research & Innovations

**NATIONAL INSTITUTE OF
FUNDAMENTAL STUDIES**



VACANCIES

Applications are invited by the National Institute of Fundamental Studies from suitably qualified candidates for the following vacancy.

Secretary of the Institute (Permanent Basis)

Qualifications: A Bachelor's Degree in Management or Science and a postgraduate degree in Management or Science from a university recognized by the UGC.

Experience: Minimum of 18 years' experience in managerial level after obtaining 1st degree out of which 03 years should be in Senior Managerial level in a Government Department, Corporation, Board or reputed mercantile establishment.

Job Description:

1. Responsible for the general administration and day-to-day management of the institute.
2. Be in charge of the personnel management functions of the institute including disciplinary matters.
3. Responsible for the overall administrative and financial control of the substations coming under the purview of the institute.
4. Overall control of all aspects of infrastructure services and supplies.
5. Direction and supervision of all work connected with local and foreign training of all categories of staff including the work connected with agreements and surety bonds.
6. Coordinating all work connected with legal matters and representing institute in Courts of Law / Labour Tribunals where applicable.

Salary Scale: HM 2-1-2016 - 93,020 - 12 x 2,700 - 125,420/- + Approved Government Allowances

Age: Should not be less than 40 years and not more than 50 years.

Application Submission: Applications should be submitted online (preferred) or under registered cover. Details are available at www.nifs.ac.lk

Deadline: 3.00 p.m. on December 12, 2021

Director

National Institute of Fundamental Studies

Hantana Road, Kandy.

Tel: 081-2232002

Email: info@nifs.ac.lk