

Geological Survey & Mines Bureau

Ministry of Environment



Vacancies - Contract Basis for Board Secretary

Applications are called from Sri Lankan citizens to fill the below mentioned vacancy existing at the Geological Survey & Mines Bureau, which was established by the Mines and Minerals Act No. 33 of 1992.

Qualifications:

1. Chartered Corporate Secretary or
2. Chartered Accountant or
3. Attorney-at-Law & registered Company Secretary

Experience:

1. Minimum 15 years experience as Assistant Board Secretary / Board Secretary or in a similar capacity including 05 years as Board Secretary in a state or private organization.
2. Should be able to complete work efficiently with high level of accuracy.
3. Should be fluent in English & Sinhala languages and have computer literacy.
4. Should be independent and maintain confidentiality at all times.

Age Limit : Should be above 40 years and below 55 years.

Salary : Rs. 81,670 + approved allowances.

Job Responsibilities:

- I. Ensure that procedures governing Board Meetings are followed, and guide and advice the board on the responsibilities, rules and regulations that impact the operation of the entity.
- II. Ensure that the Board papers are comprehensive and duly prepared.
- III. Ensure that all Board papers to be discussed are duly circulated among the Board members at least 5 days before the board meeting.
- IV. Convene and attend board meeting and maintain accurate minutes of board proceedings in an appropriate manner.
- V. Function as the Secretary to the board sub-committees.
- VI. Coordinate the publication of and distribution of entity's AR, accounts and interim statements, in consultation with the entity's internal and external advisors, in particular, when preparing the Directors Report.

General conditions applicable to the post:

- Selected applicants should contribute 10 % of his/her salary to the Employees' Provident Fund. The Bureau will contribute 15 % to the Employees' Provident Fund (EPF) and an additional 3 % to the Employees' Trust Fund (ETF).
- Entitlement to the Hospital Medical Insurance Scheme.
- Entitlement to reimbursement of outpatient medical bills.
- Names, addresses and telephone numbers of two non-related referees should be stated in the application to obtain verifications of the applicant.
- Photocopies of educational and other relevant certificates should be attached to the application.

The post applying for should be stated at the left side top corner of the cover containing the application and should be sent by registered post to the following address, to be received on or before 24.02.2022.

Only shortlisted applicants are called for the interview.

**Director General,
Geological Survey & Mines Bureau,
No. 569, Epitamulla Road,
Pitakotte.**