



# VACANCIES

## SRI LANKA STANDARDS INSTITUTION (SLSI)

Ministry of Technology

Director - Senior Manager Category (HM 1-3)

### Director (Administration) - 01

#### Qualifications

##### External

Bachelor's degree in Management, Public Administration, Public Management, Business Administration or Human Resource Management (Four years) which is recognized by the University Grant Commission (UGC) of Sri Lanka.

##### With

A Postgraduate Degree qualification (Masters') in Business Administration, Human Resource Management, Management, Public Management or Public Administration which is recognized by the University Grant Commission (UGC) of Sri Lanka or Chartered membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

##### Experience for the above post

Minimum of fifteen (15) years relevant experience after first degree at a "Managerial Level" out of which 02 years of experience should be at senior managerial level with a proven track record in a Corporation, Statutory Board / Institution or a reputed Private Institution.

##### And

A proven ability to lead and direct multi-disciplinary teams with experience in proper deployment and efficient management of human and other resources.

##### Internal (01 or 02 below)

- 01) Having obtained the qualifications required by the external candidates above.
- 02) Completion of minimum two (02) years satisfactory service in the post of Senior Deputy Director (Administration) with Postgraduate Degree qualification (Masters') in Business Administration, Human Resource Management, Management or Public Administration which is recognized by the University Grant Commission (UGC) of Sri Lanka or Chartered membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

##### And

A proven ability to lead and direct multi-disciplinary teams with experience in proper deployment and efficient management of human and other resources.

The selected candidate will be in charge of the Administration Division and is responsible for administrative functions of the Institution. He / She should have excellent leadership and communication skills to facilitate with staff at all levels.

**Salary Scale** LKR 86,865.00 - 15 x 2,270.00 - LKR 120,915.00

**Age** Should be not less than 35 years and not more than 55 years. (Upper limit will not be applicable to internal candidates.)

- Other Benefits**
1. Assign vehicle or transport allowance as per the Public Enterprise Circular No. PED 1/2015 & PED 1/2015 (i)
  2. Encashment of unutilized medical leave
  3. Life Insurance Cover & Medical Insurance Cover
  4. Reimbursement of medical expenses subject to a limit
  5. Annual incentive payment as approved by the General Treasury
  6. Opportunity to work in a professional environment
  7. Communication allowance

Applications indicating the name in full, age, educational qualifications and any other relevant particulars together with copies of certificates and names and addresses of two non-related referees should be forwarded under registered cover to reach the **Director General, Sri Lanka Standards Institution, No. 17, Victoria Place, Elvitigala Mawatha, Colombo 08** on or before **2024-03-31**. Those employed in Public Sector Institutions should forward their applications through the respective Heads of the Institutions. The post applied for should be clearly stated on the top left corner of the envelope.

Director General

**Sri Lanka Standards Institution**

Tel : 011-2671567 - 72