



VACANCIES

MINISTRY OF IRRIGATION

VACANCIES IN GIN NILWALA DIVERSION PROJECT

Gin Nilwala Diversion Project is implemented by the Ministry of Irrigation for diverting excess water of Gin & Nilwala basins to South East Dry Zone.

Applications are hereby invited from suitably qualified citizens of Sri Lanka for the following posts in Project Management Unit (PMU) and Project Implementation Unit (PIU) of the Gin Nilwala Diversion Project (GNDP) Implemented by the Ministry of Irrigation.

1. **Management Assistant – GNDP (1 Post) (Colombo Office)**

Job Profile

Supporting the officers and project team in daily administration roles and performing data entry, recording, printing and filing duties. Undertaking any ad-hoc admin projects/duties as required.

Qualifications and Experiences

1. Successful completion of in G C E (A/L) with 03 passes and G C E (O/L) with six passes in one sitting having four credit passes including Sinhala/Tamil, Mathematics and English.
2. Proficiency in English is essential for the candidates having considerable knowledge and experience in written, oral and listening to communicate with foreign contractors.
3. Computer literacy in word processing and data base management.

Terms and Conditions:

- a. Remunerations are based on the Management Services Circular No. 1/2019 dated 15.03.2019 and Public Administration Circular No: 03/2016 dated 25/02/2016.
- b. Age should be not less than 18 years and not more than 45 years.
- c. Appointment will be made initially for a period of one-year renewable annually subjected to the satisfactory performance.

Forwarding of Application and Closing Date:

Applications giving full bio-data supported by copies of educational, experience and other qualifications with names of two non-related referees should be sent by Registered Post to the Project Director, Ministry of Irrigation, No.11, Jawatta Road, Colombo 5. on or before 31th March 2022.

The post applied for should clearly mentioned on the top left-hand corner of the envelope. The applications of candidate in Government Service/ Statutory Boards/ Corporations or other government Institutions should be forwarded through the respective Heads of Institutions who should state whether the applicant could be released on full time basis if selected. After scrutinizing qualifications, qualified applicants will be shortlisted and recruited through an interview. Canvassing in any form will be a disqualification and the application of such applicants will be rejected.

Secretary
Ministry of Irrigation,
No.11, Jawatta Road,
Colombo 5.