



HUMAN RIGHTS COMMISSION OF SRI LANKA

VACANCIES

The Human Rights Commission of Sri Lanka, an Independent Commission, established by Act of Parliament No.21 of 1996 invites applications from committed and highly motivated applicants with relevant qualifications for the following post.

- **Director (Administration & Finance)** - **No. of Posts 01**

Qualifications and Experience -

External Candidates (1 or 2 or 3 below)

1.A Bachelor's degree in Social Science which is recognized by the U.G.C.

WITH

A postgraduate degree qualification (Masters) in the relevant field or Associate Membership of a recognized professional Chartered institute, which is relevant to the subject area of the post

AND

A minimum of 15 years experience at a Managerial Level in the Public Sector, Corporation, Statutory Board/Institution or a reputed Private Institution

OR

2.Full Membership of a recognized professional Chartered Institute which is relevant to the subject area of the post

AND

A minimum of 15 years experience at a Managerial Level in the Public Sector, Corporation, Statutory Board/Institution or a reputed Private Institution

OR

3.Class I Officer in Sri Lanka Administrative Service (SLAS) with education qualification specified in no.01 above

Internal Candidates (1 or 2 below)

1.Having obtained the qualifications required by the external candidates above

2.Completion of a minimum of five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post

Salary

- From 01.01.2020
HM 1-1-2016 (Rs.80,295-15x 2,270-114,345)

(Salaries and allowances will be paid as per Schedule II of the Management Services Circular 02/2016 regarding all recruitments and promotions from 01.01.2016 upto 31.12.2019)

Transport facility and Telephone allowance will be entitled in terms of the relevant circulars. Additionally 25% allowance of the basic salary as at 31.12.2015 will be paid

- Age** - Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates

General Conditions :

1. All applicants should be
 - i. Citizens of Sri Lanka
 - ii. Physically and mentally fit to discharge the duties of the post well and to serve in any part of the island
 - iii. Excellent moral character
2. Appointments entitled to Employees' Provident Fund and Employees' Trust Fund.
3. Officers who are already in government service should apply through the Head of the Department and the Departmental Head should have recommended that the officer concerned may be released if he/she is selected to the post.
4. Only the applicants who have fulfilled the required qualifications will be called for the interview.
5. Photocopies of certificates to prove the above qualifications and experience should be attached and submitted with the application.

* Recruitment of external/internal candidates through a structured interview conducted by a panel appointed by the appointing authority.

Structured Interview :

Marks allocated for the interview are as follows :

• Relevant additional experience	30 Marks
• Relevant additional qualifications	30 Marks
• Other achievements	15 Marks
• Performance at the interview	<u>25 Marks</u>
	<u>100 Marks</u>

Appointments will be made purely in the order of merit at the interview.

Applications with a Bio-Data that consist of educational qualifications, professional qualifications, experience and all details should be sent by registered post addressed to "Chairperson, Human Rights Commission of Sri Lanka, No.14, R A De Mel Mawatha, Colombo 04", to receive before **14.03.2018**. Post applied for should be mentioned on the left-hand top corner of the envelope containing the application.

Chairperson,
Human Rights Commission of Sri Lanka.