

## PARLIAMENT OF SRI LANKA

### Post of Director (Catering and House-Keeping Services)

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Director (Catering and House-Keeping Services) on the staff of the Secretary- General of Parliament.

The candidate should be a self motivated, dynamic, committed professional with a passion in maintaining highest standards in both quality and services excellence to head in Catering and Housekeeping Department.

Please send in your resume with names of two non-related referees, under registered cover to reach the Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura, Kotte on or before 09 August 2018, indicating the post applied for on the top left hand corner of the envelope. (This Notice is accessible via [www.parliament.lk](http://www.parliament.lk))

1. *Salary.*—According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, salary scale specified for this post is Rs. 67,485 – 4 x 1,630 / 8 x 2,170 – 91,365. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 135,000.00)

#### 2. *Other Benefits :*

- Fully maintained vehicle with a limited private mileage.
- Allowances paid to the Parliament Staff.

3. *Job Profile.*— As the Head of the Catering and Housekeeping Department you will be responsible for :

- Managing, planning, co-ordinating, executing and supervising the work of the Catering and Housekeeping Department of the Parliament.
- Establishing and maintaining systems and procedures for ordering, receiving, storing, preparing and serving of food and related products, as well as menu planning and development.

- Ensuring that requirements for appropriate sanitation and safety levels in respective areas are met.
- Co-ordinating and supervising personnel regarding production, merchandising, quality and cost control as well as employee training and to manage and maintain an effective and productive workforce.
- Maintaining inventories, accounts and records to comply with Government standards.
- Co-ordinate and liaise effectively with the other departments of the Parliament.

#### 4. *Qualifications :*

- Full time 4 year diploma holder of the Ceylon Hotel School and/ or degree or other similar qualification in the Food and Beverage, Cookery, Housekeeping or other related field. Qualifications in Business Management will be an added advantage.
- A minimum of 7 years experience in a senior management position in the Hospitality Trade.
- Excellent communication and interpersonal skills.
- Strong initiative and a drive to achieve objectives.
- Ability to respond effectively to change and demands.
- A high degree of proficiency in English.
- Experience and knowledge of Microsoft Office Applications.
- Age between 35-45 years.  
(The upper age limit will not apply to those already holding a permanent position in the Parliamentary Service or Government Service).

**Note:** Those who are already in salary group “IA” or above in the Parliamentary Service (i.e. Executive Chef, Food and Beverage Manager) may also apply for this post.

5. *Method of recruitment.*— Through a structured interview.

6. *Terms and Conditions of Service :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary-General of Parliament.
- (iii) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his / her salary with a percentage specified by the Government. Selected candidates will be subject to a medical examination.
- (iv) A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

7. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, only when called upon to do so.

- (a) Birth Certificate.
- (b) Certificates of Educational qualifications.
- (c) Certificates confirming professional qualifications.
- (d) Certificates confirming experience.
- (e) Two recent testimonials to applicant's character. (The testimonials referred to at (e) are not required in the case of applicants already in the Public/Provincial Public Service/ Government Corporations /Statutory Boards.)

8. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

9. Canvassing in any form will be a disqualification for this post.

10. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

11. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen form will also be rejected.

W. M. N. P. Iddawala,  
Chief of Staff &

Deputy Secretary-General of Parliament.

Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte.  
17th July, 2018.

PARLIAMENT OF SRI LANKA

Post of Director (Catering & Housekeeping Services)

01. (a) Name with initials (in Sinhala/Tamil) :———.
  - (b) Names denoted by initials (in Sinhala/Tamil) :——.
  - (c) Full Name (in block Capitals): Mr./Mrs./Miss :——.
02. National Identity Card Number :———.
03. (a) Private Address :———.
  - Telephone No. :———.
  - (b) Official Address :———.
    - Telephone No. :———.
    - (c) Please indicate the address the admission to be posted :
 

Private ☐
Office ☐
04. (a) Date of birth :———.
  - (A copy of the birth Certificate should be attached)
  - (b) Age as at 09th August 2018:
    - Years :———. Months :———. Days :———.
05. Civil Status :———.

06. Sex :\_\_\_\_\_.

(e) Allowances :\_\_\_\_\_.

07. State whether a citizen of Sri Lanka :\_\_\_\_\_.

(f) Gross Salary :\_\_\_\_\_.

08. Educational Qualifications: (Copies of the certificates should be attached):

Examination	Subjects	Pass	Year
G. C. E (O/L)			

12. Have you been convicted for a criminal offence by a Court of Law?:\_\_\_\_\_.

If yes, give details :\_\_\_\_\_.

13. Have you served under the Government before? :\_\_\_\_\_.

If yes, give details :\_\_\_\_\_.

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

\_\_\_\_\_,  
Signature of the Applicant.

Date :\_\_\_\_\_.

Examination	Subjects	Pass	Year
G. C. E (A/L)			

*Certification of Head of Department/Institution :*  
(Only for applicants serving in the Public Service/  
Provincial Public Service/Government Corporations/  
Statutory Boards)

Secretary General of Parliament,

Degree	Stream	Pass	Year

I recommend and forward the application of Mr / Mrs /Miss ..... holding the post of ..... in this Institution. I certify that his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/ cannot be released from the service if selected for this post.

09. Professional Qualifications (copies of the certificates should be attached) :\_\_\_\_\_.

10. Experience (copies of the certificates should be attached) :\_\_\_\_\_.

\_\_\_\_\_,  
Signature of Head of Department/  
Institution.  
(Official Stamp)

11. Details of Present Employment:

(a) Name and Address of the Institution :\_\_\_\_\_.

Date :\_\_\_\_\_.

(b) Date of first Appointment :\_\_\_\_\_.

(c) Present Post :\_\_\_\_\_.

(d) Monthly basic Salary :\_\_\_\_\_.