

Ministry of Education VACANCIES

Applications are invited from suitably qualified and experienced individuals for the following position of the Project Management Unit of the “**Nearest School is the Best School**” National Programme for school development.

Position	Required qualifications and experience as per Management Service Circular No. 01/2019	No. of Vacancies / Salary	
		Level as per Mgt. Ser. Cir. No. 01/2019 and Salary Range	Work Station & the Number of Available Vacancies
Management Assistant	Passed six (06) subjects with credit pass for Four (04) subjects including Sinhala / Tamil / English and Mathematics at the General Certificate of Education (Ordinary Level) Examination at one sitting And Passed in all three (03) subjects in General Certificate of Education (Advanced Level) (Except the general common papers)	Salary : initial step of similar posts in the Public service plus 50% of the initial step	Project Management Unit (Battaramulla) -01, Northern Province (Kopay) -01
Office Assistant (K.KS.)	Passed six (06) subjects with credit pass for two (02) subjects at the General Certificate of Education (Ordinary Level) Examination.	Salary : initial step of similar posts in the Public service plus 50% of the initial step	North Western Province - 01

General Conditions

01. Age should be less than 35 years as at the closing date of applications.
02. Strong computer literacy on spreadsheet, word processing, making presentations, internet and email is a must for the post of Management Assistant.
03. Working knowledge of English Language is required for Management Assistant with fluency in Sinhala and / or Tamil language.
04. The initial contract will be for one year, of which first six months will be on probation. The contract period is renewable annually subject to project requirements and the satisfactory performance demonstrated at formal performance appraisal by the supervising officers.
05. Employees are entitled for cost of living allowance, EPF and ETF
06. PAYE tax or any other applicable taxes are payable by the project staff based on prevailing rates
07. Candidates who are already in the public service should send their application through their head of the department/CEO of the agency who should indicate that the candidate can be released in the event of being selected to the assignment.
08. Only the shortlisted candidates will be called for the interviews.
09. Self-prepared applications (CV) to be submitted along with the copies of academic, professional and experience certificates with the names of two non-related referees.

State the post applied for on top of the left side of envelope and send the application to reach the “Secretary, Ministry of Education, Project Management Unit, 5th Floor, Ministry of Education, Isurupaya, Pelawatta, Battaramulla” on or before 16.04.2019.

Secretary,
Ministry of Education,
Isurupaya, Pelawatta,
Battaramulla.

04.04.2019