<div align="center">

MINISTRY OF INDUSTRIES

NATIONAL ENTERPRISE DEVELOPMENT AUTHORITY (NEDA)

CAREER OPPORTUNITY

</div>

Applications are invited from qualified Sri Lankan citizens for the following vacancies at the National Enterprise Development Authority (NEDA).

01. ASSISTANT DIRECTOR (IT) - 01

Key Responsibilities

I. Oversee all Information and Communication Technology operations/ infrastructures to implement tasks and activities of NEDA, its ongoing and any future projects, and evaluate them according to established goals.

II. Analyze the business requirements of all divisions of the Authority to determine their technological needs.

III. Develop, implement, monitor, and evaluate IT projects in line with organizational objectives.

IV. Manage and supervise employees in the IT division.

V. Identify vulnerabilities, the need for upgrades, and opportunities for improvement.

VI. Propose strategic solutions and recommend new systems and applications.

VII. Maintain Made in Sri Lanka Trade Portal, SME Database, NEDA website, and "SME Connect" platform.

VIII. Manage the security of the data and ensure that the backups are properly maintained.

QUALIFICATIONS & EXPERIENCE

External Candidates

A Bachelor's Degree in Information Technology /Computer Science or Engineering (IT) which is recognized by the U.G.C.

and

Minimum one (01) year post-qualifying experience in the relevant field, after obtaining the first degree.

Internal Candidates (1 or 2 below)

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

2. Completion of a minimum of five (05) years of satisfactory service in a post in the Junior Management (JM) category in the subject area relevant to the post.

Salary Scale - MM 1-1 -2016 - Rs. 53,175 - 10 x 1,375 - 15x1,910 = 95,575/-

Salary -	Basic	-	53,175/-
	*COL	-	7,800/-
	*Special Allowance	-	5,000/-
	*Professional Allowance	-	3,000/-
	*Telephone Allowance	-	3,750/-

* This will be subject to change according to government rules and regulations from time to time.

02. INFORMATION TECHNOLOGY OFFICER (IT)

Key Responsibilities

I. Ensure that all computer systems and applications run smoothly at NEDA.

II. Maintain, troubleshoot & develop the NEDA website including hosting content management & database management.

III. Maintain & develop IT applications using languages /tools (Ex- PHP, Laravel, WordPress, JavaScript, Typescript, Angular, Bootstrap, and MySQL)

IV. Analyze unstructured information and recommend suitable ICT solutions.

V. Handle complex problems independently and evaluate alternative approaches to problem-solving

VI. Monitor and maintain computer systems and networks

VII. Troubleshoot system and network issues, diagnosing and solving hardware or software faults

VIII. Establish a good working relationship with customers and other professionals, such as software developers

IX. Manage the security of data and ensure that backups are properly maintained.

QUALIFICATIONS:

External Candidates:

Bachelor's degree in Information Technology/ Computer Science or Engineering (IT) which is recognized by the U.G.C.

Internal candidates (1 or 2 below)

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

2. Completion of a minimum of five (05) years of satisfactory service in a post of Management Assistant-Technological (MA 2-1) Grade II, in the subject area relevant to the post.

Salary scale - JM 1-1 -: Rs. 42,600 - 10 x 755 - 18 x 1,135 = 70,580/-

Salary –	Basic	-	42,600/-
	*COL	-	7,800/-
	*Special Allowance-	-	5000/-

* This will be subject to change according to government rules and regulations from time to time.

GENERAL CONDITIONS

Age

Age should not be less than 22 years and not be more than 45 years. The upper age limit will not be applicable internal candidates.

Every applicant,

I. Should be a citizen of Sri Lanka

II. Should be physically and mentally fit to discharge the duties of the post and be prepared to serve in any part of the country

III. Should be of excellent moral character

Terms and Conditions of Service

All recruitments to this category and the promotions shall be strictly in compliance with the provisions of the Scheme of Recruitment of NEDA.

Selection Criteria

• Recruitment will be made after a structured interview conducted by a panel appointed by NEDA.

• The applicant, based on his/her qualifications, experience and the performances demonstrated at the interview, will be selected for the post.

A soft copy of the Curriculum Vitae, along with soft copies of all educational and career experience certificates should be sent to **director@neda.gov.lk** and to **ao@neda.gov.lk** in PDF on or before **19th June 2023 at 2.00 p.m.** A printed document of the application will not be accepted. Any Application received after the above date will not be accepted. Applicants from Government Institutions/State Corporations/Statutory Boards should forward their application in soft form, through their respective Heads of Institutions with their recommendations. Additionally, the post applied for should be indicated in the Subject line of the email.

Chairman/ Director General
National Enterprise Development Authority
No. 561/3, Elvitigala Mawatha,
Colombo 05.