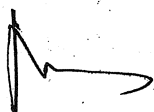


Scheme of Recruitment

1. **Service Category** : Senior Manager
2. **Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation, direction, management and decision making in such fields that forms parts of the functions assigned to the chief executive officer (Director General) are assigned to the holder of post in this category.
3. **Job summary** : Overall supervision and progress monitoring of Human, Physical resources and Financial Management of Head Office, Advanced Technological Institutes and Advanced Technological Institute Sections.
 - 3.1 **Job title** : **Deputy Director General (Admin & Finance)**
 - 3.1.1 **Responsible to** : Director General
 - 3.1.2 **Area of Responsibility** :
 - (i) Overall supervision and management of physical and human resources of SLIATE
 - (ii) Develop and execute HRM policies, practices and procedures.
 - (iii) Develop and install general administration systems and procedures for efficient and effective utilization of physical resources.
 - (iv) Assist for developing and implementing appropriate financial management systems and procedures, for the smooth functioning of the SLIATE activities.
 - (v) Ensure the preparation and usage of Financial and General Administration manuals.
 - (vi) Ensure the recruitment and utilization of maximum capacity of each staff category.
 - (vii) Monitor and review staff performance against predetermined performance targets/indicators.
 - (viii) Advice and guide staff of the Head Office, ATII & section's on all administrative and financial related matters.
 - (ix) Ensure the operation of an impartial and effective disciplinary system.
 - (x) Capacity development of academic and nonacademic staff.
 - (xi) Undertake any other responsibility assigned by Director General.
4. **Nature of Post** : Permanent with EPF and ETF/Contract basis
On Secondment
5. **Salary Scale** : Salary code and monthly salary scale
HM 2 -1 -2006 Rs.44,030-12x1310-59750



6. **Recruitment** :
- 6.1 **External Recruitment** : Paper Advertisement /On Secondment
- 6.1.1 **Qualifications** :
- i) Master Degree in Management or Administration with 18 years post qualifying experience of which 5 years should be in senior managerial level in a Higher Educational Institute.
 - ii) An officer in class 1 of the Sri Lanka Administrative Service with 3 years experience and Master Degree in Management or Administration
- 6.2 **Method of Selection** : structured interview
7. **Age Limit** : Below 45 years. This would not apply to those in the Public Service/ Corporation Service sectors
8. **Others** : The candidate should be a citizen of Sri Lanka and should be of sound physical health, excellent moral character and sound constitution for the service and further he/she is bound to serve in any part of the Island which he/she is called upon to serve.
9. **Training** : Foreign or local training relevant to the job will be provided
10. **General** :
- i. The service minute of SLAS will be *mutatis mutandis* applicable to the holder of this post who is a member of Sri Lanka Administrative Service.
 - ii. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishment code of the Democratic Socialist Republic of Sri Lanka.
 - iii. The selected candidate will be on probation for a period of three years.
 - iv. Those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year



- v For the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable



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