

**Posts of Director /District Director of Grade I of Sri Lanka Administrative Service in the
Ministry of Women, Child Affairs and Social Empowerment**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative Service to be appointed to the following posts in the Ministry of Women, Child Affairs and Social Empowerment.

	Post	Department/Institute/Division	No. of vacancies
1.	Director	Ministry of Women, Child Affairs and Social Empowerment	01
2.	Director	Saubagya Development Bureau	01
3.	Director	Rural Development Training and Resource Institute	01
4.	District Director	Department of Samurdhi	12
5.	Director	Department of Samurdhi	06

In the absence of applicants of Grade I of the service, officers of Grade II of the Service with active and satisfactory service of 03 years in that Grade will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterwards subject to provisions of Public Commission Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to Secretary, Ministry of Women, Child Affairs & Social Empowerment, 1st Floor, Sethsiripaya Stage II, Battaramulla / E- mail - mseadmin@slt.net.lk through the head of department to reach on or before 28.03.2023

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

2.0. Candidate Profile

2.1. Experience & Professional Qualifications;

- i. Preferably at least 03 years of experience in General Administration
- ii. Postgraduate qualification in **any of the fields specified in the Section 13.2.(a)(i) of the Minute of Sri Lanka Administrative Service**
- iii. Proficiency in English

2.2. Strengths;

(Things have to be done effectively and which should motivate the applicant)

- i. Strategic
- ii. Team leader
- iii. Improver

2.3. Behavioural competencies

(Actions and activities that are needed to be done effectively)

- i. Leadership

- ii. Managing a quality service
- iii. Communicating and influencing

3.0. Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview. Please refer to section 6 (b) of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for short listing of applicants.

3.1. Marking scheme

Heading	Maximum Marks	Method of assessment
Seniority Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
Experience in the fields of <i>general administration/Social Development/Regional Development</i> In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery in the above fields gained through involvement in or exposure to it will be assessed	20**	
Professional qualifications (1) Postgraduate qualifications in any of the fields specified in Section 13.2.(a) of the Service Minute* <ul style="list-style-type: none"> a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 5 marks d. Graduate/Postgraduate certificate/Higher National Diploma – 4 marks e. Diploma - 3 (2) Training in the field of Public Administration, Management, Public Procurement, Information Technology or Disciplinary Management in Public Service * <ul style="list-style-type: none"> a. Of duration of 3 months or more – 1 mark b. Of duration of 10 days or more – 0.5 marks 	10	

<p>c. Of duration of 3 days or more – 0.2 marks</p> <p>(3) Proficiency in English*</p> <p>a. Diploma in English obtained from a recognized university or government training institute/IELTS Academic overall score 6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above, or TOEFL-PBT 550 or above – 02 Marks</p> <p>b. Certificate in English obtained from a recognized university or government training institute – 01 Mark</p> <p>* Marks will be awarded only for the highest qualification</p>		
<p>Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10**	Interview
<p>Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.</p>	10**	
<p>**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022</p>		

Note 1: The term “recognized university” in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

Note2: All postgraduate/professional qualifications indicated in the marking scheme above should have been obtained either;

- i. from a university recognized by the University Grants Commission of Sri Lanka (such qualifications obtained from other degree awarding institutes should have the recognition of that commission) or
- ii. from a government training institute or government recognized foreign institute

Secretary, Ministry of **Women, Child Affairs and Social Empowerment**

Date - 14.03.2023