

MINISTRY OF WOMEN, CHILD AFFAIRS AND SOCIAL SECURITY  
**NATIONAL SECRETARIAT FOR ELDERERS**

**VACANCIES**

**POST OF DIRECTOR**

Applications are invited from citizens of Sri Lanka having the under mentioned qualifications for the post of Director. That is vacant at the National Secretariat for Elders.

**01.General duties relevant to the Post**

Director is the highest-level executive officer of the institution. Director, who is the officer holding the main responsibility in performing the implementation of the policies decided by the National Council for Elders through the organizational structure and is solely responsible for this total process. Accordingly, this post is entrusted with the responsibility of fulfilling the total objectives of the institution, leading and motivating the entire staff of the institution while implementing the duties and powers entrusted by the National Council under the guidance and control of the National Council for Elders.

**02.Nature of the Post**

The post is permanent with entitlement to the Employees Provident Fund and Employees Provident Fund and Employees Trust Fund.

**03.Salary Scale**

HM 1 – 1 -2016 – Rs.80, 295 – 15 x 2,270 -114,345/- (Monthly)

**04.Qualifications and Experience for Recruitment**

4.1 For recruitment of external candidates

a) Educational Qualifications

A special degree obtained from a university recognized by the University Grants Commission with a First or Second class (Upper) pass and should have obtained a postgraduate degree not less than Masters (MA / M. Sc.) degree

**And**

b) Experience

Should have experience in the management level regarding administrative affairs of not less than 15 years in government department / corporation / board or in a reputable institution

**And**

c) Should be competent to work in English.

4.2 For recruitment of internal candidates

Should have five (05) years experience in the First Class of the Management Service (MM 1 – 1) of the National Council for Elders.

## 05. Age Limit

Should be not less than 22 years and not more than 50 years  
(The upper age limit will not be applicable to those presently in government service or to the internal applicants.)

## 06. Method of Recruitment

A structured interview will be conducted by an interview board appointed by the Appointed Authority.

### *Method of giving marks at the structured interview*

Additional experience in Management	30 Marks
Additional Professional Qualification in Management	30 Marks
Other Qualification	15 Marks
Skills shown at the Interview	25 Marks
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Total	100 Marks
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### **Method of Applying**

Self prepared applications as per the specimen application from given below consisting of all details along with copies of the Birth Certificate, National Identity Card and copies of certificates of qualifications, professional qualifications and service experience should be sent by registered post addressed to “Secretary, Ministry of Women, Child Affairs and Social Security, First Floor, Sethsiripaya Stage II, Baththramulla” to receive on or before 06.08.2020. Late applications will not be accepted. The caption “**Recruitment for the post of Director**” should be clearly mentioned on the left-hand top corner of the envelope containing the application. (This application from may also be downloaded from the [www.socialwelfare.gov.lk](http://www.socialwelfare.gov.lk) website of the Social Security Division of the Ministry of Women, Child Affairs and Social Security.)

**Secretary**

**Ministry of Women, Child Affairs and Social Security**

**1<sup>st</sup> Floor, Setsiripaya Stage II,**

**Baththramulla.**