

NATIONAL PROCUREMENT COMMISSION



Post of Director (Procurement Policy), Sri Lanka Administrative Service (SLAS), Class I

The National Procurement Commission invites applications from self-motivated, result-oriented and proactive Class I Officers from the Sri Lanka Administrative Service for the post of Director (Procurement Policy) to be in charge of the subject of formulation of Policy Guidelines and Procedures in respect of procurement of goods, services, works, consultancy services and information systems by Government Institutions.

1. Service Qualifications	i Should be a Class I Officer of the Sri Lanka Administrative Service (Applications of retired Officers will be considered if applications of in service Officers are not received).
2. Educational Qualifications	i Bachelor's Degree in the fields of Management / Law / Science / Economics / Engineering / Accountancy or any other related field ; ii Postgraduate Qualifications at Master's Level in the fields of Public Policy / Public Management / Project Management / Financial Management / Evaluation & Monitoring / Public Administration / Development Economics or any other related field ; iii Diploma in Public Procurement and Contract Administration from Miloda, SLIDA, CIDA or ICTAD.
3. Required Experience	* Experience in Policy / Guidelines / Procedure Formulation related to Government Procurement. * Experience in serving in PCs/TECs as Chairman / Member
4. Skills	i Report Writing skills ; ii Analytical skills ; iii Communication and Interpersonal skills ; iv ICT skills
5. Application Process	i Applications of those already in public service should be forwarded through the respective Head of Institution. ii Application should consist of a covering letter accompanied by a comprehensive CV demonstrating the applicant's suitability in terms of above 1-4 qualifications, experience, skills, etc. along with the names of two non-related referees. iii The top left-hand corner of the envelope should indicate " Application for the Post of Director (Procurement Policy) " and it should be addressed to Secretary General, National Procurement Commission, No. 145, Main Street, Battaramulla and sent through Registered Post, on or before 24th of July 2020.
6. Selection Process	Only short-listed applicants will be called for the interview, and the suitable Officer will be chosen by the Commission based on the aforesaid criteria and the performance at the interview.
7. Emoluments and Facilities	i If the selected applicant is a Serving Officer, he/she will receive the same SL-1 salary, transport allowance, fuel allowance, a 25% (from the basic salary) allowance, and any other allowances in terms of applicable Circulars, and a transfer to the National Procurement Commission will be arranged with the approval of the Public Service Commission. ii If the selected applicant is retired from the Public Service, he/she is entitled to receive the salary as per Circular No. 03/2018 and other emoluments listed under above "i". However, the appointment will be on contract basis.

**Secretary General
National Procurement Commission**