

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

**VACANCIES**

**POST OF DIRECTOR**

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

**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 Board of Management under the guidance and control of the National Council for Elders.

**02. Nature of the Post**

This post is permanent with entitlement to the 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 a 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 Appointing Authority.

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

Additional experience in Management	30 Marks
Additional Professional Qualification in Management	30 Marks
Other Qualifications	15 Marks
Skills shown at the Interview	25 Marks
<b>Total</b>	<b>100 Marks</b>

**Method of Applying**

Self prepared applications as per the specimen application form 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, Battaramulla" 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 form 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, Sethsiripaya Stage II,**

**Battaramulla**

<b>Specimen Application Form</b>	
<b>Ministry of Women, Child Affairs and Social Security</b>	
<b>National Elders Secretariat</b>	
<b>Recruitment for the Post of Director</b>	
01. Name with Initials (Mr. / Mrs. / Miss) (In Sinhala / Tamil) .....	.....
(In English Capital Letters) .....	.....
1.1 Names denoted by Initials (In Block Letters) (In Sinhala / Tamil) .....	.....
In English (In capital letters) .....	.....
02. National Identity Card No. <input type="text"/>	<input type="text"/>
03. Date of Birth: Year..... Month..... Date.....	
3.1 Age as at the Closing Date of Applications Years..... Months..... Days.....	
04. Sex / Gender : .....	
05. Marital Status : .....	
06. Permanent Address : (In Block Letters) (i) In Sinhala / Tamil .....	.....
(ii) In English Capital Letters .....	.....
07. Telephone No. Fixed Line .....	Mobile: .....
08. For External Applicants	
1) Highest qualification obtained for English language .....	.....
2) Details regarding the Degree obtained	
i) University .....	.....
ii) Year Degree was obtained .....	.....
iii) Degree Obtained .....	.....
iv) Subjects .....	.....
v) Class .....	.....
vi) Medium .....	.....
vii) Details regarding the Postgraduate Degree obtained .....	.....
viii) Experience .....	.....
ix) Professional Qualifications .....	.....
x) Other Qualifications .....	.....
09. For Internal Applicants	
Details regarding Service Experience: .....	.....
10. Have you ever been convicted by a Court of Law of any offence? Yes / No	
10.1 If Yes, give details .....	.....
11. Declaration of the Applicant I, .....	hereby declare that all matters mentioned are true and correct. I hereby certify that I have never been dismissed from government service or sent on retirement from service over inefficiency as a sympathetic option, or never been considered as vacating the post. I am aware that I would be subjected to disqualification if any of the matters mentioned above is found to be false or incorrect before selection and for dismissal from service without any compensation if it is found out after selection.
Date: .....	.....
	Signature of Applicant
12. Attestation of Applicant's Signature I hereby certify that I personally know .....	who is submitting this application and that he / she placed his / her signature under Paragraph 11 in my presence on .....
Signature of the Attester : .....	
Name of the Attester : .....	
Position : .....	
Address : .....	
(Place the Official Seal as Proof)	
13. Recommendation of the Head of the Department (Only for the applicants already in public / provincial public / government statutory boards)	
13.1 Work, conduct and attendance of the officer have been satisfactory within the preceding five (05) years of the closing date of applications as per his / her personal file. He / She has earned / not earned all salary increments.	
13.2 This officer could be released from the present position if selected for the post applying for. I recommend / not recommend this application. He / She has not been subjected to any disciplinary inquiry.	
Date: .....	.....
	Signature and Official Seal of the Head of the Department