



VACANCIES

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from suitably qualified applicants who are citizens of Sri Lanka for the following post.

Every applicant,

- Should be a citizen of Sri Lanka .
- Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character .

Post of Assistant Director (International Cooperation)

Job Description :

- Collection, Preparation and Publication of material for management functions in international cooperation, as requested by higher management.
- Collection of material relevant to management functions in international cooperation, human resources and administration of the Board and enhancement of individual knowledge base.
- Production of accurate reports/ newsletters/ pamphlets/ files/ documents or any other documents using information technology on the instructions of the supervisor.
- Maintenance of records and statistics relevant to individual area of work and supervision and training of supporting staff.
- Enhancement of knowledge base through participation in training programme.
- Keep abreast with projects and programmes of the Board.
- Keep abreast with Government Circulars, Codes Guidelines etc. and enlargement of knowledge base through participation in training programmes.

- Responsible to execute operational functions such as technical cooperation with donor Agencies and bilateral cooperation with IAEA Member States in the field of Nuclear Technology, provision of goods and services as determined by the higher management.
- Respond to audit queries and taking measures for rectification.
- Any other function entrusted by the higher management.

Qualifications :

External :

1. A Degree in a Science /Engineering / Information Technology/ Management field which is recognized by the U.G.C.

AND

A minimum one year post qualifying experience in the relevant field to the Post, after obtaining the first degree.

Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

Age : Should be not less than 22 years and not more than 45 years. The upper age limit does not apply to internal candidates.

Employee Category As per MSD Circular No. 30: Middle Manager (MM 1-1)

Salary Code : MM 1-1 2016

Salary Scale:

Rs. 53175/- 1375/-x10, 1910/-x15= 95575/- (monthly) as per Management Services Department (MSD) Circular 02/2016. This salary scale will be applicable to five stages for the period of year 2016-2020. Full salary scale will be given in year 2020. Initial salary step for the year 2017 is Rs.36,654/- and adjustment allowance Rs.4,114/- (in addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

By a structured interview, conducted by a panel appointed by the appointing authority.

Nature of Appointment :

Permanent basis with entitlement of EPF, ETF and other benefits.

Application with full bio-data, names and addresses of two non related referees and copies of certificate should be forwarded under registered cover to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 29th May 2017. (The post for which the application is made should be marked on the left hand top corner of the envelope.) Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Director General,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112-533427-8**