



VACANCY

MINISTRY OF POWER, ENERGY & BUSINESS DEVELOPMENT

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 discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character .

Post of Director (Finance)

Job Description :

- Provide inputs to the Chief Executive Officer/Chairman and the Board for the preparation of plans, documents, and reports for the design, implementation and management of programmes/Projects with innovation and accountability.
- Preparation of Board Papers, Implementation of Board Decisions, Execution of the Approved Implementation Plan with accountability and providing feedback on the progress made following implementation of the decisions of the Board of Management.
- Should be able to independently prepare final year end as well as monthly financial statements.
- The person will have to co-ordinate with the government audit and answer queries and ensure good governance.
- Decision making and execution of such decisions within the plans, projects, policies and programmes approved by the Board of Management.
- Keep abreast with government circulars, Guidelines of Good Governance of Public Enterprises and Government Codes and Guidelines and Enlargement of knowledge base through keeping abreast with relevant publications and participation in training programmes, Meetings, Seminars, Symposia and Conferences and/or research programmes.
- Maintenance of accurate records, preparation of reports, research papers and documents, plans, programmes and financial estimates on the subjects assigned.
- Interact with stake holders in science and technology.

- Train and supervise supporting staff.
- Engage in programmes and Projects within and outside the premises of the Board.
- Responding to audit queries and taking remedial action to rectify in relation to such queries.
- Results oriented management of the Division with economy, efficiency and effectiveness.
- Participation in Senior Management Level Meetings and conducting Divisional Meetings and provide paths for two way communication and functioning in conformity to the decisions taken at meetings.
- Participation in meetings convened by relevant external agencies and communication of decisions taken at such meetings and arrangements for implementation of such decisions.
- Coordinating all work connected with legal matters and representing the Board in Courts of Law/Labor tribunals where applicable.
- Carry out any special and relevant task entrusted by the higher management.

Qualifications :

External (1 or 2 below):

1. A Bachelor's Degree in a Management/Commerce field which is recognized by the U.G.C. with Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.
And
Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.
2. Full Membership of a recognized professional Chartered Institution in a related field to the post.
And
Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Internal (1 or 2 below):

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Manager Category (MM) Grade I in the subject area relevant to the post.

Age : Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Employee Category As per MSD Circular No. 30: Senior Manager (HM 1-3)

Salary Code : HM 1-3 2016

Salary Scale:

Rs. 86,865/- 15x2,270/- = 120,915 (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 2019 is Rs.77,841/- (in addition to the above salary Government approved other allowances will be paid.)

Total package with all benefits: Rs. 162,000.00 (approximately)

(Initial Salary + Cost of Living + Vehicle with Driver or monthly Transport allowance and Fuel allowance 120 liters per month + Professional allowance) Telephone Reimbursement of Rs.9000/- will be provided.

Benefits entitled to this post will be provided as per the applicable Government Circulars.

Method of Recruitment:

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

Nature of Appointment :

Permanent with entitlement of Employees' Provident Fund and Employees' Trust Fund.

Application with full bio-data, names and addresses of two non related referees and copies of certificates should be forwarded under registered cover to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 23rd May 2019. (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**