



**STATE MINISTRY OF URBAN DEVELOPMENT,
COAST CONSERVATION, WASTE DISPOSAL AND
COMMUNITY CLEANLINESS**



CONDOMINIUM MANAGEMENT AUTHORITY

Applications are invited from eligible and qualified applicants for the following vacancies at the Condominium Management Authority.

1. DEPUTY GENERAL MANAGER (REGULATION) - - H.M. 1-1 "SENIOR MANAGER" - 01 POST

Qualifications relevant to the Post

External Applicants

Should have obtained a Civil Engineering Degree recognized by the University Grants Commission

With

A postgraduate degree in the relevant field or being a Chartered Engineer of the Institute of Engineers of Sri Lanka (IESL)

And

Should have obtained at least fifteen (15) years experience in the civil engineering field in a Management Level post in Government or Government Corporation or reputed private institution

Internal Applicants

1. Should have fulfilled the qualifications for the external applicants mentioned above

Or

2. Should have completed satisfactory service period of at least five (05) years in a Grade 1 post of Assistant General Manager (Regulatory / Operation Maintenance / Legal / Architecture) at the Condominium Management Authority.

Age: Should be not less than 35 years and not more than 55 years of age. Maximum age limit will not be applicable to internal applicants.

Salary Scale: HM 1-1 Rs. 80,295 - 15 x 2,270 - 114,345

- Is entitled to use an official vehicle with fuel allowance
- All allowances approved by the government and the Cost of Living Allowance will be paid
- Telephone bills will be reimbursed subject to a limit

2. ASSISTANT GENERAL MANAGER (HUMAN RESOURCES / ADMINISTRATION) - M.M. 1-1 - "MANAGER" - 01 POST

Qualifications relevant to the Post

External Applicants

Should have obtained a degree in Human Resources Management / Management / Business Administration / Public Management recognized by the University Grants Commission

And

Should have obtained at least one (01) year's experience in the same field in a Government Institution, Government Corporation, Statutory Board or reputed private sector institution after obtaining the degree.

Internal Applicants

1. Should have fulfilled the qualifications for the external applicants mentioned above.

Or

2. Should have completed a satisfactory service period of five (05) years in a post in the relevant field in Junior Manager Service Category (JM) of the Condominium Management Authority

Age: Should be not less than 22 years and not more than 45 years of age. Maximum age limit will not be applicable to internal applicants.

Salary: - MM-1-1 - Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - 95,575

- All allowances approved by the government and the Cost of Living allowance will be paid
- Telephone bills will be reimbursed subject to a limit

3. SECRETARY - J.M. 1-1 "JUNIOR MANAGER" SERVICE CATEGORY - 01 POST

Qualifications relevant to the Post

External Applicants

1. Should have obtained a certificate in the "Chartered Secretarial" practices from the Institute of Chartered Secretaries relevant to the Secretaries' field

And

Should have obtained five (05) years experience in secretarial practices in a Government Corporation, Statutory Board or reputed private sector institution

Or

2. Should have completed the final examination of the Institute of Chartered Corporate Secretaries

And

Should have obtained five (05) years experience in secretarial practices in a Government Corporation, Statutory Board or reputed private sector institution

Note: Knowledge in Stenography and Computer Technology will considered as additional qualifications.

Internal Applicants

1. Should have fulfilled the qualifications for the External Applicants mentioned above

Or

2. Should have completed a satisfactory service period of five (05) years in Grade II of the Management Assistants (Non Technical) Service Category (MA 1-1) of the Condominium Management Authority

4. ADMINISTRATIVE OFFICER - 01 POST - J.M. 1-1 - "JUNIOR MANAGER" SERVICE CATEGORY

Qualifications relevant to the Post

External Applicants

Should have obtained a degree recognized by the University Grants Commission in Public Management, Public Administration, Human Resources Management, Business Administration.

Internal Applicants

1. Should have fulfilled the qualifications for the External Applicants mentioned above

Or

2. Should have completed a satisfactory service period of five (05) years in the relevant field in Grade II of the Management Assistants (Non Technical) Service Category of the Condominium Management Authority

Age: Should be not less than 22 years and not more than 45 years of age. Maximum age limit will not be applicable to internal applicants.

Salary for the Posts mentioned in No. 3 and 4: - JM-1-1 - Rs. 42,600 - 10 x 7555 - 18 x 1,135 - 70,580

- Cost of Living allowance will be paid

5. ENGINEERING ASSISTANT (CIVIL / DRAFTSMAN / QUANTITY SURVEYING) "MANAGEMENT ASSISTANT (TECHNICAL)" SERVICE CATEGORY - 01 POST

Qualifications relevant to the Post

External Applicants

Should have completed the Proficiency Certificate in the Engineering field of not less than National Vocational Qualification Level Five (NVQ Level 05) issued by a technical /vocational training institute recognized by the Tertiary and Vocational Education Commission.

Internal Applicants

Should have fulfilled the qualifications for the External Applicants mentioned above.

Age: Should be not less than 18 years and not more than 45 years of age. Maximum age limit will not be applicable to internal applicants.

Salary: MA 2-2 Rs. 30,310 - 10 x 300 - 7 x 350 - 4 x 600 - 20 x 710 - 52,360

- Cost of Living Allowance will be paid

General Conditions for all Posts

Every applicant

1. Should be a citizen of Sri Lanka
2. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the country.
3. Should have an excellent moral character
4. This post is permanent and not entitled to pension. Employee should contribute 10% to the Employees Provident Fund and the Employer will contribute 12% to the Employees Provident Fund and 3% to the Employees Trust Fund.
5. Applicants from Government Corporations / Statutory Boards should direct their applications through the Heads of the respective institutions.
6. Names and addresses of two no related referees should be furnished along with the application.
7. Copies of certificates of educational and other qualifications and experience certificates should be attached to the application.
8. Applicants should have fulfilled all a required qualifications as at the closing date of applications.

How to Apply:

Applicants with necessary qualifications should send their applications with complete Bio-Data (CV) along with all the information including Educational, Professional Qualifications, Experience and Personal details & Information, etc. to the following address by the Registered Post, to reach before 01.03.2021. The post applied for should be mentioned at the left-side top corner of the envelope. Late applications and unclear and incomplete applications will be rejected without intimation.

Canvassing will be a disqualification.

Chairman

**Condominium Management Authority
1st Floor, National Housing Department Building
Sir Chittampalam A. Gardiner Mawatha
Colombo 02**