



# MINISTRY OF URBAN DEVELOPMENT AND HOUSING

## CONDOMINIUM MANAGEMENT AUTHORITY

### VACANCIES

Applications are invited from qualified applicants for the filling of the following vacancies at the Condominium Management Authority.

#### 1. General Manager (Regulation) - H.M. 2-1 "Senior Manager" – 01 Post

##### Qualifications relevant to the Post

##### External Applicants

- (a) Should have obtained a Bachelor's degree in Management, Civil Engineering, Architecture or Law subject field recognized by the University Grants Commission

##### With

A postgraduate degree in Management, Engineering, Architecture or Law recognized by the University Grants Commission or should have obtained the Full Membership of the Institute of Engineers of Sri Lanka (IESL) Sri Lanka Institute of Architects (SLIA) (Chartered Engineers / Chartered Architects).

##### And

Should have obtained at least twenty (20) years experience at a Management Level in a Government Corporation, Statutory Board or reputed private sector institution after obtaining the degree qualification. Out of the above at least five (05) years should be at the Senior Management level.

- (b) Should have obtained a Bachelor's degree in Management, Civil Engineering, Architecture or Law subject field recognized by the University Grants Commission

##### With

A Doctorate in Management, Engineering, Architecture or law subject field

##### And

Should be an officer having an excellent service record of at least five (05) years experience at Senior Management Level in a government corporation, statutory board or reputed private sector institution after obtaining the Doctorate.

##### Internal Applicants:

Should have completed a satisfactory service period of at least five (05) years in a post at Senior Management Service Category of the Condominium Management Authority.

##### With

The ability to provide leadership to teams engaged in multi tasks and the expertise in efficient management of other resources.

Salary Scale: HM 2-1 Rs. 91,645 – 12 x 2,700 – 124,045.00

- Selected applicant will be placed at a starting salary of Rs. 91,645/-
- All allowances approved by the government and the Cost of Living Allowance will be paid
- Will be entitled to use an official vehicle with fuel allowance

##### Age:

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

#### 2. Assistant General Manager (Human Resources / Administration) – "Managerial" M.M. 1-1 – 01 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 relevant field in Government, Government Corporation, Board, Statutory Institution 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 at Junior Manager Service Category (JM) of the Condominium Management Authority

##### Age:

Should be not less than 22 years and not more than 45 years. 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

- Selected applicant will be placed at a starting salary of Rs. 53,175.00
- All allowances approved by the government and the Cost of Living allowance will be paid
- Telephone bills will be reimbursed subject to a limit

##### 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 island.
3. Should have an excellent moral character

##### General Conditions for all Posts:

1. The 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.
2. Applicants from Government Corporation / Statutory Boards should direct their applications through the Heads of their respective institutions.
3. Names and addresses of two non related referees from whom reports regarding the applicant could be obtained and should be submitted with the application.
4. Copies of certificates of educational and other qualifications and experience certificates should be attached to the application.
5. Applicants should have fulfilled all qualifications as at the closing date of applications.

##### Method of applying:

Qualified applicants' Bio data consisting of educational, professional qualifications, experience and other personal information, mentioning the post applied for on the left-hand top corner of the envelope containing the application should be sent by registered post to the address given below to receive before 17.10.2022. Late, unclear and incomplete applications and the applications from applicants who have not fulfilled the basic qualifications will be rejected without any prior intimation.

##### Chairman

Condominium Management Authority

1<sup>st</sup> Floor, National Housing Department Building

Sir Chittampalam A. Gardiner Mawatha

Colombo 02