



VACANCY

MINISTRY OF POWER & ENERGY

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 Assistant Director (International Cooperation) (No of Post:01)

Job Description :

- Assist to Director (International Cooperation) for all activities mentioned below.
- 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, of the institute 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 institute.
- Keep abreast with Government Circulars, Codes Guidelines etc.
- 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.
- Participation in Senior Management Committee Meetings and provide necessary information to the senior management
- Responsible for training of staff members in various disciplines.
- Respond to audit queries and taking measures for rectification.
- Serving as a member or Secretary of committees appointed by the Board/Chairman /Director General (CEO) of the institute.
- Any other function entrusted by the higher management.

Qualifications :

External Candidates

A Degree in Science, Management, Commerce or International Relations which is recognized by the U.G.C

AND

A minimum of one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree

Internal Candidates (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 : Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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

Salary Code : MM1-1 2016

Salary Scale:

Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - 95,575 (monthly) as per Management Services Department (MSD) Circular 02/2016. (In addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

On the result of a written competitive examination and/or 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.

Other Benefits : Other benefits entitled to this post will be provided as per the applicable government circulars.

Application with full bio-data, names and addresses of two non related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 27th December 2023 or by e-mail to recruitment2023@ae.gov.lk on or before 27th December 2023. (When forwarding applications through e-mail, the application and the other documents should be attached as a single file (PDF - Zip file)) The post for which the application is forwarded should be mentioned 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.

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