

Ministry of Urban Development and Housing



Condominium Management Authority



VACANCY

Applications are invited from qualified applicants for the filling of vacancy of Administrative Officer at the Condominium Management Authority.

Administrative Officer – JM 1-1 – “Junior Manager” Service Category - 01 Post

External Applicants

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

Internal Applicants

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

Or

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

Salary : JM 1-1 Rs. 42,600 – 10 x 755 – 18 x 1,135 = 70,580

- All government approved allowances and Cost of Living Allowance will be paid

Age :

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

Every applicant

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

General Conditions for the relevant post

- This post is permanent and not entitled to pension. Employee should contribute 10% to the Employees Provident Fund and the Employer will contribute 15% to the Employees Provident Fund and 3% to the Employees Trust Fund.
- Applicants from Government Corporations / Statutory Boards should direct their applications through the Heads of the respective Institutions.
- Names and addresses of two non related referees from whom reports regarding the applicant could be obtained should be submitted with the application.
- Photocopies of certificates of educational and other qualifications and experience certificates should be attached to the application.
- Applicants should have fulfilled all qualifications as at the closing date of applications.

Method of applying :

Qualified applicants should submit the 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 by registered post to the address given below or by email to **hr@cma.lk** to receive before **09.02.2024**. 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,
1st Floor, National Housing Department Building,
Sir Chittampalam A. Gardiner Mawatha,
Colombo 02.**