

Ministry of Urban Development and Housing



Condominium Management Authority



VACANCY

Applications are invited from qualified applicants for the filling of vacancy of the Assistant General Manager (Operations and Maintenance) at the Condominium Management Authority.

Assistant General Manager (Operations / Maintenance) – M.M. 1-1 – “Managerial” Service Category – 01 Post

Qualifications

External Applicants

1. Should have obtained a degree in Civil Engineering recognized by the University Grants Commission

And

Should have obtained at least one (01) year experience in the subject field relevant to the post after obtaining the degree

Or

2. Should have obtained a Proficiency Certificate in the Civil Engineering field of not less than National Vocational Qualification Level Seven (NVQ Level 07) issued by a technical / vocational training institute recognized by the Tertiary and Vocational Education Commission

And

Should have obtained at least one (01) year experience in the relevant field in Government, Government Corporation, Board, in a statutory institution or reputed private sector institution after obtaining the qualification

Internal Applicants

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

Or

2. Should have completed a satisfactory service period of five (05) years in the post of Senior Engineering Assistant in Junior Managerial Service Category (JM) of the Condominium Management Authority

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

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 Corporation / 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 their 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.**