



TELECOMMUNICATIONS REGULATORY COMMISSION OF SRI LANKA

Recruitment to the post of Assistant Director (Information Technology)

Applications are invited from eligible candidates for the above post.

1. Job Description & Responsibilities

- I. Develop, Maintain and Administer computer network.
- II. Establish the networking environment by designing system configuration, directing system installation and defining, documenting and enforcing system standards.
- III. Maximize network performance by monitoring firewall performance, troubleshoot network problems and outages, perform updates, patches and upgrades as per schedule and collaborate with network architects on networks optimization.
- IV. Secure network system by establishing and enforcing policies and defining and monitoring access.
- V. Protecting data, software, and hardware by coordinating, planning and implementing network security measures.
- VI. Support and administer firewall environments in line with ICT policy
- VII. Determine and collaborate with various departments' system requirements.
- VIII. Create high-level product specifications and design documents.
- IX. Study and analyze with the support of other divisions and identify software, hardware and infrastructure requirements for the digital transformation.
- X. Keep the records of the Databases, Source Code and its backups in a secure and protected manner and compile with set governance.
- XI. Develop BI solutions to visualize the data with help of industry standard tools and platforms.
- XII. Maintain and administer computer network and related computing environments including systems software, applications software, hardware, and configurations.
- XIII. Provide helpdesk support on OS and applications.
- XIV. Troubleshoot, diagnose and resolve hardware, software and other network and system issues/problems. Replace faulty network and hardware components when required.
- XV. Act as the Information Security Officer (ISO) and implementing Cyber Security Policies in line with government circulars and policies and International Standards.
- XVI. Providing guide and support to establish e-government and e-governance concepts by adapting ICT best practices and new technologies.
- XVII. Monitoring, updating and maintaining official website of TRCSL.

2. Academic/Professional Qualifications and Experience:

Academic and Professional Qualifications

1st or 2nd Class Bachelor's (Special) Degree in the field of Information Technology from a University recognized by the University Grant Commission.

- OR -

Corporate/Associate membership of a recognized professional institution in the field of Information Technology

AND

Experience

Minimum of 3 years of post -qualifying experience in Managerial level in the field of Information Technology

- OR -

Minimum of 3 years of satisfactory service experience as an officer in an All-Island Service.

AND

Other Necessary Qualifications

All the eligible applicants shall have Sound knowledge of Database Management and Standard Software packages as determined by the Commission.

And

Excellent communication skills (Written and Oral) in English and Sinhala/Tamil.

4. Recruitment Procedure

Recruitment will be done through a competitive exam and a structured interview. At least 40 marks from each paper should be obtained to pass the examination. The candidates who qualify from the competitive examination will be called for a structured interview.

Appointments will be made purely in the order of merit, obtained through the aggregated marks of the competitive examination and the structured interview.

Subjects of the written examination

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|---|-----------------|
| 01. General Intelligence | - 1 hour paper |
| 02. Subject knowledge
(relevant to the post) | - 2 hours paper |
| 03. Management Skills | - 2 hours paper |

5. Age Limit

Should be not less than 22 years and not more than 45 years. Upper age limit will not be applicable to internal candidates.

6. Salary

Basic salary for the post is Rs. 93,840.00

7. Conditions & Method of Application

- I. The applicants will be treated as qualified for applying for the post only if he/she has completed the necessary qualifications specified above before the closing date of applications.
- II. TRCSL reserves the right to decide the postponement/ Cancellation of all or part of recruitment.
- III. Applicants who possess the required basic qualifications should submit applications along with copies of certificates of Educational, Professional qualifications and details of work experience. Applications can be downloaded from the link given above.
- IV. Applications should be clear and legible and those that do not confirm to these requirements will not be considered.
- V. Any form of canvassing will be a disqualification.

All applications should be sent by registered post to be reached to Director / Administration & Corporate Affairs, Telecommunications Regulatory Commission of Sri Lanka, no.276, Elvitigala Mw, Colombo 08 or handed over to the office of the Director / Administration & Corporate Affairs on or before 09.04.2024 and "Application for the post of Assistant Director (Information Technology)" should be mentioned on the top left hand corner of the envelop.

Director General
Telecommunications Regulatory Commission of Sri Lanka