



Ministry of Education

**NATIONAL ENGINEERING RESEARCH & DEVELOPMENT  
CENTRE OF SRI LANKA**



## **V A C A N C I E S**

### **Recruitment to the Post of Supplies Officer (JM 1-2)**

National Engineering Research and Development Centre (NERDC) is the premier engineering research and development organization, operating under the purview of the Ministry of Education of the government of Sri Lanka. Over the last five decades, NERDC has embarked on nationally important challenging engineering research & development projects and professional industrial services through its competent workforce and state-of-the-art facilities.

The procurement division which belongs to the Finance Department plays a pivotal role as the main facilitator for R&D and services departments. Supplies Officer should be conversant with National Procurement Guidelines for procuring products, services and equipment and, be capable of handling both local and international tenders etc.

Thus, NERDC intends to recruit a qualified, energetic, proactive and innovative Sri Lankan professional for the post of Supplies Officer to lead the Procurement Division.

#### **1. Qualifications**

##### **1.1 External Candidates**

Degree from a university recognized by the University Grants Commission of Sri Lanka

##### **1.2 Internal Candidates**

i) Having obtained the qualifications required by the external candidates above.

OR

ii) Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant' Grade II, in the relevant field.

#### **2 Job Description**

- Direct and supervise entire works in the Procurement Division by handling subordinate staff.
- Direct and control all procurement function of NERD Centre.
- Procure the requirements of NERD Centre after obtaining the approval from relevant authorities.
- Opening of LCs, Bank drafts in connection with foreign purchases.
- Ensure preparation of tender/quotation schedules for the procurement of goods, works and services, submit same to relevant authority for approval through tender committees.
- Function as the secretary/ convener to the Bid opening committees, Tender Evaluation Committees and Procurement Committees.
- Handling the procurements relevant to special projects and tasks entrusting to NERD Centre time to time.
- Handling foreign procurement process.
- Preparation of bidding documents, contract documents and letter of award etc. as per the procurement guidelines.
- Ensure timely procurements of all the requirements of NERD Centre.

#### **3 Areas of Expertise**

##### **Selected candidate should**

- have work experiences on National Procurement Guidelines.
- have strong understanding of procurement principles, strategies and tactics.
- have good written and oral communication abilities to build and sustain supplier relationships.

- good understanding of supply chain procedures.
- hands-on experience on use of purchasing software systems.
- have ability to handle multiple projects/procurements and tasks at once.
- Have ability to planning, delegating and evaluating procurement progress.
- have strong interpersonal skills to maintain relationship and work effectively with suppliers, contractors, licensees and other stakeholders.

#### 4 Age

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

#### 5 Salary Code and the Monthly Salary Scale - JM 1-2-2006 A; Rs. 43,355-10x755-18x1,135 -71,335

Basic Salary - Rs. 43,355/- + 17,800/- + 5,000/-

(Basic salary + Cost of Living allowance + Special allowance based on the government circular provisions)

#### 6 Other Benefits

- Centre contributes 15% of the salary to the Employees Provident Fund and employee should contribute 10%.
- Centre contributes 3% of the salary to the Employees Trust Fund.
- Reimbursement of medical bills as per the approved Medical Scheme of the NERDC Centre.
- Disbursement of income generations through profitable projects/services

#### 7 Recruitment Procedure

Applications are short listed, competitive written examination and/or a structured interview conducted by a panel appointed by the appointing authority.

#### General Conditions

Applicants should forward their signed application; including names, addresses, telephone numbers of two non-related referees, and copies of birth certificate, educational certificates, experience and service certificates and other relevant certificates, under the registered post to reach the Director General Office, National Engineering Research and Development Centre, 2P/17B, Industrial Estate, Ekala, Jaela, on or before 01<sup>st</sup> April 2024. Applications (in pdf format) via e-mail ([careers@nerdc.lk](mailto:careers@nerdc.lk)) will also be accepted and the received applications will be acknowledged.

The application should be sent using the **NERDC Specimen Application Form**. Applications which are not in accordance to the Specimen Application Form **will be rejected**. Any application received after the closing date or does not confirmed to the above requirements will not be entertained.

Applications from officers in Government Departments/Corporations/Statutory Boards should be forwarded their applications through respective Heads of the institute. An advance copy may be sent directly.

The post applied should be marked on the top left hand corner of the envelope.

Any form of verbal or written canvassing is strictly prohibited and such an attempt shall be considered as a reason for disqualification.

#### Closing date of applications is 01<sup>st</sup> April 2024.

The National Engineering Research and Development Centre reserve the rights to decide on the number of candidates to be recruited.

**Director General**  
**National Engineering Research and Development Centre,**  
**2P/17B, Industrial Estate, Ekala, Jaela**  
**TP. - 0113 500 015/0112 236 284/0112 236 307**  
**E-mail - [careers@nerdc.lk](mailto:careers@nerdc.lk)**