



MINISTRY OF SCIENCE AND TECHNOLOGY

INDUSTRIAL TECHNOLOGY INSTITUTE 363, BAUDDHALOKA MAWATHA, COLOMBO 7



Industrial Technology Institute (ITI) {formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**} a Statutory Board functioning under the Ministry of Science and Technology, is a Multidisciplinary Research Institute in Sri Lanka dedicated to the promotion of industrial development through R & D, Contract, Consultancy, Training and Technical Services.

The Institute seeks dynamic, energetic and resourceful candidates for the following post and the most suitable among the applicants will be selected to fill the vacancy. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. **Additional Director General – Administration & Operation (HM 2-2)**

Qualifications & Experience :

Degree in Arts, Science, Engineering, Commerce, Law, Administration, Management or any other relevant subjects which is recognized by the University Grant Commission, Sri Lanka **AND** a Postgraduate Degree in Administration, Management, Human Resources or Finance which is recognized by the University Grants Commission, Sri Lanka **AND** a minimum of 18 years experience in administration, of which six (06) years should have been in a senior leadership role in the field of Administration / Finance / Human Resources or Marketing.

Job Description:

1. Provide strong leadership and management skills to subordinates.
2. Ensure that the allocated resources are effectively managed.
3. Identify and analyze problems, develop and implement remedial strategies wherever necessary.
4. Ensure that the ITI code of conduct, systems and procedures are clearly communicated within the division and those standards are maintained.
5. Set job descriptions and Key Performance Indicators to individuals/sections linked to ITI targets and periodically monitor and guide sections to achieve such targets.
6. Give leadership to the institute in the use of ICT to improve performance.
7. Provide the Director General with financial advice/information for corporate decision making.
8. Establish financial processes and policies and follow through to ensure that financial systems are working effectively.
9. Plan, monitor, and co-ordinate the budgeting and financial planning process and ensure that quarterly progress reviews are submitted to the Ministry.
10. Establish and spearhead effective business development and marketing systems to brand ITI services.
11. Monitor the financial health of the institution and make recommendations to the Management as and when necessary, in order to add value and stabilize the operation.
12. Identify training needs and coach and arrange for need specific training to subordinates.
13. Responsible for the preparation/updating of the institute corporate plan, annual plans and budget.

14. Responsible for the compilation and submission of the annual reports per the statutory requirements.
15. Assist the Director General in overall management of the Institute and perform any other duties assigned by him/her towards achieving Institute's overall objectives.

Age

HM 2-2 - Should be not less than 35 years and not more than 55 years.

* This upper age limit will not apply to the employees of the Government Departments / Corporations

Salary Scale

HM 2-2 - Rs. 163,620 - 12 x 4,850 – 221,820/- (w.e.f. 01.01.2027)
Salary : Initial Salary Step – 121,200/- + Government Approved Allowances

(As per the Provisions of Management Services Circular No.01/2025 dated 25/03/2025)

Other Benefits Applicable to the Above Positions

- Selected candidates may be entitled to performance-based incentives, a contributory medical insurance scheme, and other benefit schemes implemented by the Institute.
- The Institute operates its own Provident Fund Scheme, to which employees contribute 10% of the gross salary, while the Institute contributes 15%. An additional 3% of the salary will be contributed by the employer to the Employees' Trust Fund.

Applicants currently employed in Government Departments, State Corporations, or Statutory Boards should submit their applications through the respective heads of their establishments. An advance copy of the application may be sent directly.

Applicants are requested to use the prescribed format available on the ITI website (www.iti.lk) when submitting their application. Applications that do not conform to these requirements will be rejected. In addition to submitting the application by registered post, candidates are requested to send a soft copy of the application to careers@iti.lk

A duly completed application, together with photocopies of educational and professional qualifications, relevant experience, and the names and addresses of two unrelated referees, should be sent by registered post to the address given below on or before **15.09.2025**.

The post applied for should be indicated on the top-left corner of the envelope.
In addition to submitting the application by registered post, candidates are requested to send a soft copy to careers@iti.lk

Director General/CEO
Industrial Technology Institute
363, Bauddhaloka Mawatha,
Colombo 07.
www.iti.lk