



Recruitment to the post of Director (Administration & Corporate Affairs) - Internal

Applications are invited from eligible internal candidates for the above post.

1. Job Description & Responsibilities

1. Developing Human Resources Development policies and procedures.
2. Managing and controlling of the staff of the TRCSL.
3. Implementing the proper Training Plan.
4. Ensuring the Procurement functions.
5. Overall supervision of Planning/progress monitoring and plan implementation.
6. Supervision and direction Media and publicity and Publications

2. Educational Qualification and Experience

1st or 2nd Class Honors bachelor's degree and a master's Degree in the field of Management or Public Administration or Business Administration or Personal Management (HRM) with minimum of 20 years satisfactory service experience in Managerial Level out of which 07 years satisfactory service experience in Senior Managerial Level.

OR

1st or 2nd Class Honors bachelor's degree and a Corporate Membership at a Professional Institute in the field of Management or Public Administration or Business Administration or Personal Management (HRM) with minimum of 20 years satisfactory service experience in Managerial Level out of which 07 years satisfactory service experience in Senior Managerial Level.

OR

Bachelor's degree and a master's Degree in the field of Management or Public Administration or Business Administration or Personal Management (HRM) with minimum of 07 years satisfactory service experience as a Deputy Director in TRCSL.

OR

Bachelor's Degree and a Corporate Membership at a Professional Institute in the field of Management or Public Administration or Business Administration or Personal Management (HRM) with minimum of 07 years satisfactory service experience as a Deputy Director in TRCSL.

3. Recruitment Procedure

Recruitment will be done through a structured interview.

4. Salary scale:

TRC 1.3 -Rs. 262,752 (10x11,261) -(10x12,669) – 502,052

5. General conditions:

- I. This appointment is subject to one year acting period as per Section 77 of Chapter VI of the Appointment code of Sri Lanka Telecommunication Regulatory Commission.
- II. TRCSL reserves the right to decide the postponement/ Cancellation of all or part of recruitment.
- III. The applicants will be treated as qualified for applying for the post only if he/she has acquired the necessary qualifications specified above before the closing date of applications.
- IV. Any form of canvassing will be a disqualification.
- V. The interview marking scheme is attached herewith for reference.

6. Method of Application:

Applicants who possess the required basic qualifications should submit applications along with certified copies of certificates of Educational and Professional qualifications along with the recommendation of Head of the Division to the Director General before the closing date of applications.

The closing date of receipt of application is 02.10.2025

Director General
Telecommunication Regulatory Commission of Sri Lanka
No. 276, Elvitigala Mawatha
Colombo 08