



**State Ministry of National Heritage,
Performing Arts and Rural Arts Promotion
Tower Hall Theatre Foundation**



VACANCIES

Applications are hereby invited from citizens of Sri Lanka, who are eligible and having qualifications for the posts described below of the Tower Hall Theatre Foundation to nurture and enrich the Drama and Performing Arts field of Sri Lanka. These posts are permanent, entitled to Employees Provident Fund (EPF) and Employees Trust Fund (ETF).

**Senior Management Service Category -
(HM 1-1)**

**01. Director (Drama Promotion, Education
and Programmes) - No of Posts - 01**

Description of Employment :

The main responsibility of the post is to promote the Drama and Theatre Art Schools qualitatively and quantitatively and monitor and supervise them, which are affiliated to the Town Hall Theatre Foundation and in the Three Divisions of the Drama Promotion, Programmes and Education Sections of the Institution and work for the promotion and uplift of the Drama and Theatre Arts, aiming towards the fulfilling of objectives of the foundation under the instructions / advice and guidance of the Director General of the Foundation, who is the Chief Executive Officer of the Institution and of the decrees and decisions of the Board of Trustees of the Tower Hall Theatre Foundation.

Basic qualifications and experience needed for external applicants :

- (a) Degree in the field of Drama and Theatre Arts, Education, Aesthetics, Arts, Mass Communication subject field obtained from a University, recognized by the University Grants Commission (UGC) with Postgraduate Degree (Masters) in the relevant field and
Having gained minimum fifteen (15) years of experience in relevant field in a post of Management Level in the Public Sector, State Corporation, Board, Statutory Institution or in a recognized Private Sector Institution.

For Internal applicants (1 or 2 below)

1. Having fulfilled qualifications required of the external applicants above.
2. Having completed a satisfactory period of service in the relevant subject field of minimum of five (05) years in a Grade I post in the "Management" (MM) Service Category.

Salary Scale : Rs. 80,295 - 2270x15 - 114,345

Age : Should not be less than 35 years and not more than 55 years of age.

Mode of Selection : By a Structured interview.

Privileges entitled to the Post :

- I. Cost of Living (COL) allowance and professional allowance approved by the Treasury and all other approved allowances.
- II. Telephone allowance as per Public Enterprise Business Circular No. 02/2022.
- III. Official vehicle with Driver or transport allowance as per Public Enterprise / Business Circular PED 01/2015 and PED 01/2015(i)
- IV. Monthly Fuel allowance according to Public Enterprise / Business Circular No. 01/2015 (ii)
- V. Benefits of the Medical Insurance Scheme implemented by the Institution

Management Service Category (MM 1-1)

**01. Assistant / Deputy Director (Finance) -
No. of Posts - 01**

Job Description :

Main responsibilities of this post are Finance Management of the Institution, preparation of annual estimates, preparation of Annual Accounts Reports, acting as per the Hand Book of the Tower Hall Theatre Foundation upon instructions / advice, terms and guidance of the Director General decided by the Board of Trustees, from time to time according to Public Circulars, Govt. Policies issued from time to time, utilizing the Code of Establishment, Financial Regulations for the achievement of the objectives of the Tower Hall Theatre Foundation Act.

Basic qualifications and experience required for the External Applicants

- (a) A Degree in Management, Commerce, Accountancy, obtained from a University recognized by the University Grants Commission (UGC), or passed Intermediate Examination of ICASL / ACA / ICMA / ACCA of a recognized Chartered Accountants Institution and 01 year service experience relevant to Accounting works.

For Internal Applicants :

Having fulfilled the qualifications required for external applicants as mentioned above

OR
Having completed a satisfactory period of service of minimum of five (05) years in a post in the relevant field in "Junior Management" (JM) Service Category.

Other Qualifications

- (a) Computer Literacy and ability to work in English Language
- (b) Having obtained the Membership of the Association of Accounting Technicians (AAT) of Sri Lanka

Age : Not less than 22 years and not more than 45 years of age.

Salary Scale : 53,175 - 10x1375 - 15x1910 - 95,575

Mode of Selection : By a structured interview.

Privileges entitled to this post :

- I. Cost of Living Allowance and professional allowance and all other approved allowances
- II. Telephone allowance as per Public Enterprise / Business Circular No. 02/2022.
- III. Benefits of the Insurance Scheme, implemented by the Institute.

**Management Assistant Technical Service
Category (MA 2-1)**

01. Foreman (Civil) - No. of Posts - 01

Job Description :

Responsibilities entitled to this post are constructions at Theatre Halls and of all the premises, belonging to the Tower Hall Theatre Foundation, all electricity, air-conditioning, water supply and drainage works and other technical related works and daily maintenance work. Submission of recommendations regarding them, and

if maintenance and repair works are done by external parties, monitoring and supervision on them and provision of recommendation that those works were successfully carried out, etc.

Qualifications of the applicants :

Having completed a Technical Course, relevant to Foreman - Civil works not less than level five (05) of National Vocational Qualification (NVQ) issued by a Technical / Vocational Training Institute, recognized by the Tertiary and Vocational Education Commission (TVEC).

Age : Should be not less than 18 years and not more than 45 years of age.

Salary Scale : Rs. 30,310 - 10x300 - 7x350 - 4x495 - 20x660 - 50,940.

Selection Criteria : Through a structured interview.

**Primary Level Skilled Service Category :
(PL - 3)**

01. Maintainer - No. of Posts - 01

Basic Qualifications of the applicants :

1. Should have passed the G.C.E. (Ord. Level) Examination in six (06) subjects with at least two (02) credit passes in not more than (02) two sittings.

Competency : Should have obtained a competency certificate in not less than Level 4 of National Vocational Qualifications (NVQ) issued by a Technical / Vocational Training Institution, recognized by the Tertiary and Vocational Education Commission (TVEC) in Maintenance works.

Age : Not less than 18 years and not more than 45 years of age.

Salary Scale : Rs. 26,290 - 10x270 - 10x300 - 10x330 - 12x350 - 39,490/=

Mode of Selection : By a structured interview.

02. Stage Light Operator

Basic qualifications of the external applicants

Should have passed the G.C.E. (Ord. Level) Examination in six (06) subjects with at least two (02) credit passes in not more than two (02) sittings

Competencies : Should have a competency certificate relevant to the Stage Lighting not less than Level 4 of National Vocational Qualifications (NVQ) issued by a Technical / Vocational Training Institution recognized by the Tertiary and Vocational Education Commission.

Age : Not less than 18 years and not more than 45 years of age.

Salary Scale : Rs. 26,290 - 10x270 - 10x300 - 10x330 - 12x350 - 39,490/=

Mode of Selection : By a structured interview

**Primary Level semi-skilled Service Category
- (PL - 2)**

**01. Assistant Stage Light Operator -
No. of Posts - 03**

Basic qualifications needed for external applicants :

Having obtained a Competency Certificate not less than National Vocational Qualifications (NVQ) Level 2, issued by a Technical / Vocational Training Institution, recognized by the Tertiary and Vocational Education Commission (TVEC), regarding the tasks of the Stage Light Operator's Post.

Age : Should be not less than 18 years and not more than 45 years of age.

Salary Scale : 25,750 - 10x270 - 10x300 - 10x330 - 12x350 - 38,950/=

Method of Selection : By a structured interview.

For Posts of Management Assistant Technical Service category, primary level skilled service category and primary level semi-skilled service category posts, the Treasury approved Cost of Living allowance (COL) and the approved allowances will be provided and benefits of the Insurance Scheme, implemented by this Institution will be offered.

Eligible and qualified applicants for the aforementioned posts should send their applications, addressed to the **Director (Administration and Development), Tower Hall Theatre Foundation, "Sausiripaya", No. 123, Wijerama Mawatha, Colombo 07** either by Registered Post or hand delivered to the same address during office hours to reach before 20.04.2022.

The post applied for should be clearly indicated on the top left-hand corner of the envelope, enclosing applications. Applicants who are already employed in the Public Service, State Corporations and Statutory Boards should forward their applications through the Heads of their Departments / Institutions. (The upper age limit does not apply to those who are already employed in the Public Sector, State Corporation and Statutory Boards).

N.B. * Applications without basic qualifications will be rejected.

* Canvassing in any form will be strongly considered a disqualification.

**Director General
Tower Hall Theatre Foundation
"Sausiripaya", No. 123, Wijerama Mawatha,
Colombo 07.**