



PARLIAMENT OF SRI LANKA

Vacancy

Applications are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of the “**Chief of Staff and Deputy Secretary-General of Parliament**” on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayawardenepura Kotte**” on or before **July 07, 2023** indicating the “**Post of Chief of Staff and Deputy Secretary-General of Parliament**” on the top left corner of the envelope. (This notice is accessible via www.parliament.lk)

Post of Chief of Staff and Deputy Secretary-General of Parliament

1. Salary Scale

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 98,650 – 12 × 2,925 – 133,750 /- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 290,000.00)

2. Other Benefits

- i. Official vehicle with driver
- ii. Prospects of overseas training

3. Age Limit

Should be not less than 40 years and not more than 50 years of age by the closing date for applications

4. Educational Qualifications

LL.B degree offered by a University recognized by the University Grants Commission

5. Professional Qualifications

Attorney-at-Law of the Supreme Court with minimum 10 years of seniority

6. Experience

10 years of Managerial experience in a Senior Management position in the field of Human Resources Management/ Public Administration/ Business Management in the Public Sector or in a reputed organization in the Private Sector

Special consideration will be given to candidates who possess any one or more of the following:-

- a) *Sound knowledge on Constitutional Law, Parliamentary practices and procedures*
- b) *Sound knowledge in administrative and financial regulations of the Government*
- c) *Experience in International Relations*
- d) *Competence in Information Technology*

- e) *Experience in the Judicial Service/ Attorney-General's Department*
- f) *Competence in Sinhala, Tamil & English languages*
- g) *Postgraduate Qualifications in one of the disciplines specified under Experience in item 6*

7. Method of Recruitment

On the merit of a structured interview

8. Terms and Conditions of Service

- i. This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- ii. The selected candidate will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- iii. The selected candidate should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- iv. The Selected candidate will be subject to a medical examination.
- v. A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

9. Applicants should attach to their application, copies of the following certificates. Originals of the certificates should be produced when called upon to do so.

- a) Birth Certificate
- b) Certificates of Educational Qualifications
- c) Certificates of Professional Qualifications
- d) Certificates of Experience

10. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

11. Canvassing in any form will be a disqualification.

12. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments/Institutions will be rejected. Applications sent through Heads of Departments/Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

Secretary - General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
June 25, 2023