



Vacancies



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இலங்கை பெற்றோலிய அபிவிருத்தி அதிகாரசபை
Petroleum Development Authority of Sri Lanka

Petroleum Development Authority of Sri Lanka

The Petroleum Development Authority of Sri Lanka (PDASL) is a statutory body established under Petroleum Resources Act No.21 of 2021 for the regulation and management all oil & gas exploration, development and production activities in Sri Lanka.

We invite qualified and dynamic individuals to apply for the following vacancies within the PDASL team;

Director Finance	(HM 1-3)
Director Legal & Compliance	(HM 1-3)
Manager Human Resources	(MM 1-3)
Accountant	(MM 1-3)
Junior Geophysicist	(JM 1-1)
Junior Geologist	(JM 1-1)
Board Secretary	(JM 1-1)
Personal Assistant to Director General	(JM 1-1)

- 1) Applicants should be Sri Lankan citizens, physically and mentally fit to fully discharge the duties of the post applied for and possess excellent moral character befitting an international-facing regulatory authority.
- 2) Job descriptions, required qualifications, salary scales, benefits and other relevant details can be downloaded from <https://pdasl.gov.lk/>
- 3) Applications should include a covering letter, detailed curriculum vitae, copies of educational and professional qualifications/experience and details of two professional, non-related referees.
- 4) Applications should reach the PDASL at the address noted below by registered post on or before 3pm on 14th July 2023. The post applied for should be written on the top left-hand corner of the envelope.
- 5) Applications from employees in the State sector should be forwarded via their Heads of Department who should certify that the applicant can be released to take up the appointment, if selected.
- 6) Applications not in compliance with the above requirements or sent after the closing date will be rejected.
- 7) Shortlisted applicants will be invited for an interview following which the most suitable candidate will be selected to fill the respective vacancy.
- 8) The PDASL reserves the right to cancel or withdraw this recruitment process at any time.

**Director General,
Petroleum Development Authority of Sri Lanka,
Level 6, Ceylinco House, 69 Janadipathi Mawatha, Colombo 01**

PDASL Vacancies



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Director Finance (HM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<p style="text-align: center;"><u>1 or 2 below</u></p> <p>1. A Bachelor's Degree in Accountancy, Financial Management, Business Administration, Public Management or Commerce which is recognized by the University Grants Commission of Sri Lanka.</p> <p style="text-align: center;">WITH</p> <p>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.</p> <p style="text-align: center;">AND</p> <p>Minimum of 15 years of experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or a reputed private institution.</p> <p>2. Full Membership of a recognized professional chartered institution in a related field to the post.</p> <p style="text-align: center;">AND</p> <p>Minimum of 15 years of experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or a reputed private institution.</p>
Salary Scale:
HM 1-3 - 2016 Rs. [86,865 - 15 x 2,270 - 120,915] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 35 years and not more than 55 years.
Other Benefits:
<p>i. Health insurance facility.</p> <p>ii. Other government-approved allowances.</p>

Job Description:

- (a) Assist business planning and decision-making process of the PDASL by providing appropriate financial advice through prudent funds management and related accounts management.
- (b) Assist with funding decisions and manage Petroleum Resources Development Fund.
- (c) Support higher management on all business reviews, manage budgets across multiple departments/divisions and forecast future needs using a long-term planning process.
- (d) Oversee insurance and risk management of the Authority and upstream operational requirements.
- (e) Ensure that all the PDASL's financial practices are in line with statutory regulations and legislation.
- (f) Coordinate with Contractors and implement strategies to maintain fiscal stability provisions of the agreed work contracts.
- (g) Coordinate with relevant institutions and recommend necessary fiscal policy changes that would make a positive impact on upstream investments.
- (h) Create and maintain relationships with service providers and contractors, including banking institutions and accountants in managing upstream finances.
- (i) Develop/Update financial policies and procedures for the Authority.
- (j) Seek out methods and practices to minimize financial risk.
- (k) Lead the finance team to perform financial modelling & analysis, prepare forecasts, comprehensive budgets and all other related tasks.
- (l) Liaise with Operators/Contractors and develop/update accounting/procedures/standards/practices for upstream petroleum operations.
- (m) Lead the financial team to prepare timely and detailed reports on financial performance as required by the line ministry.
- (n) Develop and implement an internal audit programme to ensure that the PDASL complies with financial procedures and regulations.
- (o) Oversees the functions of the division ensuring motivation of employees, subject specific training and best performance.
- (p) Performs other related duties as requested by the Director General.

Director Legal & Compliance (HM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
An LLB Degree which is recognized by the University Grants Commission of Sri Lanka with Attorney-at-Law. WITH A Postgraduate Degree qualification (Masters') in the relevant field. AND Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution. Notarial Licenses both in Sinhala/Tamil and English is a distinct advantage.
Salary Scale:
HM 1-3 - 2016 Rs. [86,865 - 15 x 2,270 - 120,915] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 35 years and not more than 55 years.
Other Benefits:
i. Health insurance facility. ii. Other government-approved allowances.
Job Description:
(a) Provides legal advice to Director General and attends to all legal matters of the organization to ensure that PRDS activities follow the government, institutional rules and regulations and the Laws of the country. (b) Provides legal advice and opinion on various issues arising out of Petroleum Agreements and other applicable laws of petroleum industry. (c) Reviews and provides legal strategy/opinion with respect to policies framed by PDASL. (d) Handling Court cases and Labour issues and drafting legal documentation.

- (e) Maintains public registry of upstream petroleum interests and keep.
- (f) Custody of the confidential documents of the organization.
- (g) Conducts all legal work for the call to bids and issuance of licenses.
- (h) Formulates policies, guidelines, regulations required for petroleum operations in consultation with relevant stakeholders.
- (i) Drafting & attesting deeds, bonds and agreements as and when necessary.
- (j) Leads the legal team to be the focal point of monitoring contractual obligations in agreements, work contracts, etc. and ensures full compliance in consultation with relevant divisions of PDASL.
- (k) Coordinates with other divisions and guides the legal team for the issuance of relevant licenses to Contractors and Service Sub-contractors.
- (l) Prepares and updates manual of procedures for the division.
- (m) Oversees the functions of the division ensuring motivation of employees, subject specific training and best performance.
- (n) Performs other related duties as requested by the Director General.

Manager Human Resources (MM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
A Bachelor's Degree in Human Resources Management, Commerce, Public Administration, Management, Public Management or any other degree related to the Post is recognized by the University Grants Commission of Sri Lanka. AND A minimum of one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree.
Salary Scale:
MM I -3 -2016 Rs. [55,925 - I0 x 1.375 - I5 x 1.910 - 98.325] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 22 years and not more than 45 years.
Other Benefits:
i. Health insurance facility. ii. Other government-approved allowances.
Job Description:
(a) Leads and directs the routine functions of Human Resources (HR) including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. (b) Supports current and future business needs through the development, engagement, motivation and preservation of human capital. (c) Develops and monitors overall HR strategies, systems, tactics and procedures across the organization. (d) Oversee and manages a performance appraisal system that drives high performance. (e) Maintains pay plan and benefits program. (f) Assess training needs to apply and monitor training programs.

- (g) Reports to management and provide decision support through HR metrics.
- (h) Competence to build and effectively manage interpersonal relationships at all levels of the Authority.
- (i) Develops and implements HR strategies and initiatives aligned with the overall business strategy of PDASL.
- (j) Bridging management and employee relations by addressing demands, grievances or other issues.
- (k) Manages the recruitment and selection process.
- (l) Coordinates with the team and conduct maintenance of the premises, office equipment and vehicles.
- (m) Creates a working environment that actively develops and encourages employees to achieve their maximum potential and overcome deficiencies through education and training.
- (n) Partners with HSEQ division and secure a safe and conducive working environment for the PDASL staff and other visitors.
- (o) Performs other related duties as requested by the Director General.

Recruitment Procedure:

Recruitment will be done on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority as determined by the Board of Directors.

Accountant (MM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<p style="text-align: center;"><u>1 or 2 below</u></p> <p>1. A Bachelor's Degree in Accounting, Business Administration, Finance, Commerce or any other Degree related to the Post which is recognized by the University Grants Commission of Sri Lanka.</p> <p style="text-align: center;">AND</p> <p>A minimum of one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p> <p>2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.</p> <p style="text-align: center;">AND</p> <p>A minimum of one (01) year post qualifying experience in the relevant field to the Post.</p>
Salary Scale:
MM I -3 -2016 Rs. [55,925 - I0 x 1.375 - I5 x 1.910 - 98.325] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 22 years and not more than 45 years.
Other Benefits:
<p>i. Health insurance facility.</p> <p>ii. Other government-approved allowances.</p>
Job Description:
<p>(a) Performs complex accounts reconciliations and associated analysis of Operator's (Oil & Gas Contractor's) financial statements to ensure the accuracy of contractor's cost recovery statement, in compliance with the Petroleum Resources Agreement.</p> <p>(b) Evaluation of all feasibility & financial viability of project proposals forwarded by contractors.</p> <p>(c) Analyzing annual reports and financial statements of contractors to ensure transactions are</p>

recorded, documented and supported in accordance with GAAP & IFRS.

- (d) Preparing and monitoring PDASL annual budgets, annual accounts and cash forecast statements.
- (e) Preparation and/or review of monthly account reconciliations including variance analyses.
- (f) Prudent treasury management through liaising with treasury, ministry & other relevant government agencies.
- (g) Assists in developing accounting policies/procedures for the upstream projects in consultation with relevant stakeholders.
- (h) Reviews audited upstream petroleum accounts of the Operators/Contractors and ensure regulatory compliance.
- (i) Partners with the relevant internal divisions in the audit of fiscal recoveries from upstream contracts.
- (j) Performs other related duties as requested by the Director General.

Junior Geophysicist (JM 1-1)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
Bachelor's Degree in Science (Geology, Physics), Applied Physics or any other Degree related to the post which is recognized by the University Grants Commission of Sri Lanka.
Salary Scale:
JM 1-1 -2016: Rs. [42,600 - 10 x 755 - 18 x 1,135 - 70,580] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 22 years and not more than 45 years.
Other Benefits:
i. Health insurance facility. ii. Other government-approved allowances.
Job Description:
(a) Interpret 2D and 3D seismic data, map and integrate with current geologic models at the prospect, play and basin level, employing appropriate interpretation and processing applications (e.g., seismic amplitude & attribute analysis, seismic inversion, time depth conversion etc.). (b) Process & interpret other geophysical data such as magnetic, gravity and electromagnetic. (c) Collaborate with the geophysical, geology and drilling groups of the operator on geophysical exploration and drilling of exploration wells, supporting same with geophysical prognoses and logging program recommendations, down hole monitoring and oversight on site. (d) Learn and coordinate approval of petroleum geophysical programs such as acquisition and processing of seismic, magnetic, gravity and EM data, supervise submission, quality control and archiving of petroleum geophysical data. (e) Assist in managing data rooms for local and foreign Exploration & Production (E&P) and service companies. (f) Board the seismic vessels, drilling rigs and offshore installations for regulatory and study purposes as required. (g) Works with professionals and learn to identify basin wide challenges in imaging subsurface and

research into new technological breakthroughs in acquisition and processing.

(h) Learn and develop use of specialist Geoscience software and analytical tools.

(i) Performs other related duties as requested by the Director General.

Junior Geologist (JM 1-1)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
A Bachelor's Degree in Geology which is recognized by the University Grants Commission of Sri Lanka.
Salary Scale:
JM 1-1 -2016: Rs. [42,600 - 10 x 755 - 18 x 1,135 - 70,580] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 22 years and not more than 45 years.
Other Benefits:
i. Health insurance facility. ii. Other government-approved allowances.
Job Description:
(a) Compile, interpret and integrate geophysical/geological/ well data for play definition, play fair way analysis, lead identification, prospect generation and prospect ranking. (b) Perform and report geological risk assessments, petroleum resources and reserve calculations. (c) Assist petroleum geophysical programs such as acquisition and processing of Seismic, Magnetic, gravity and EM data. (d) Assist in managing data rooms for local and foreign E&P and Service companies. (e) Work closely with a variety of professionals and learn to examine the structural and sedimentary details of the rock to identify possible petroleum reserves. (f) Promote the hydrocarbon potential of the Sri Lankan sedimentary basins to the exploration and production companies during bidding rounds and local/ foreign E&P conferences. (g) Learn and engage in data processing, interpretation and basin modelling in assessing resource potential using related software. (h) Assist in conducting applied research to solve geological problems. (i) Board the seismic vessels, drilling rigs and offshore installations for regulatory and study purposes as required. (j) Performs other related duties as requested by the Director General.

Board Secretary (JM 1-1)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
An LLB degree which is recognized by the University Grants Commission of Sri Lanka and/ with Attorney-at-Law.
Salary Scale:
JM 1-1 -2016: Rs. [42,600 - 10 x 755 - 18 x 1,135 - 70,580] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 22 years and not more than 45 years.
Other Benefits:
i. Health insurance facility. ii. Other government-approved allowances.
Job Description:
(a) Ensure that procedures governing Board meetings are followed and guide the Board members on the responsibilities, rules, regulations and operations of the Authority. (b) Collect, organize and distribute such information, documents or other papers as required for Board meetings. (c) Ensure that all Board papers to be discussed are duly circulated among the Board of Directors. (d) Formulate meeting agendas with the Chairman and coordinate with the Director General and the management on Board papers, memoranda or presentations for the meeting. (e) Convene and attend Board meetings and maintain accurate minutes of Board proceedings in an appropriate manner. (f) Function as the Secretary to Board sub-committees. (g) Coordinate the publication and distribution of the Authority's Annual Reports, accounts, and interim statements, in consultation with the entity's internal and external advisors, particularly when preparing the Directors' Report. (h) Ensure comprehensive record of actions agreed at the meetings are maintained and actions are

followed up and reported on at the appropriate subsequent meeting.

- (i) Communicate Board decisions to those required to implement them, ensuring that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.
- (j) Interpret, analyze and proactively maintain knowledge of up-to-date statutory and regulatory requirements to ensure compliance of all current and future Authority governance policies and procedures.
- (k) Regularly review the Authority's governance framework in view of emerging best practices, regulatory changes, and stakeholder interests.
- (l) Utilize subject matter expert knowledge, ensuring that required corporate and governance standards are observed and, where required, reflected in the Annual Report.
- (m) Maintain any necessary statutory registers and respond to requests for information within.
- (n) Ensure that formal documentation is filed with appropriate bodies, as required.
- (o) Supporting the preparation, publication, distribution and presentation of the annual report.
- (p) Perform other related duties as requested by the Director General.

Personal Assistant to Director General (JM 1-1)



Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<p style="text-align: center;"><u>1 or 2 below</u></p> <ol style="list-style-type: none">1. Bachelor's Degree in Management, Business Administration, Law, International Relations/Trade, Business Science, or any other degree related to the post which is recognized by the University Grants Commission of Sri Lanka.2. Having obtained a Diploma/Higher Diploma (Course duration should not be less than one (1) year) in a relevant field for the Post with five (05) years of experience in a relevant field to the Post.
Salary Scale:
JM 1-1 -2016: Rs. [42,600 - 10 x 755 - 18 x 1,135 - 70,580] (Based on MSD 2/2016 circular)
Age Bracket:
Age should be not less than 22 years and not more than 45 years.
Other Benefits:
<ol style="list-style-type: none">i. Health insurance facility.ii. Other government-approved allowances.
Job Description:
<ol style="list-style-type: none">(a) Acts as a first point of contact for Director General (DG) dealing with correspondence and phone calls.(b) Provides administrative services including diary management, booking meetings, planning events, organizing travel, maintaining contacts database and preparing travel itineraries, correspondence and prioritizing emails for the Director General.(c) Works closely with the Chairman, Director General and Senior Leadership Team through regular correspondence, arrange meetings and prepare briefing materials for the Director General.(d) Provides administrative support in the delivery of assignments and initiatives on behalf of the DG's office as and when required.(e) Ensures all correspondence and relevant materials are produced in a timely and accurate

manner.

- (f) Coordinates, attends and takes minutes for the DG's meetings and any other relevant meetings.
- (g) Conducts research/ analysis as directed by the DG.
- (h) Follows up on action points from meetings on behalf of the DG.
- (i) Provides administrative support to the DG in the follow up and completion of departmental work plans.
- (j) Typing, compiling and preparing reports, presentations and correspondence.
- (k) Produces documents, briefing papers, reports and presentations for the DG.
- (l) Meets and greets visitors at all levels of seniority.
- (m) Coordinate and arrange board meetings ensuring internal submission deadlines, distribution of board papers among board members and distribution of confirmed minutes to relevant staff members.
- (n) Supports for all other miscellaneous tasks to ensure that the Director General's office is being run properly adhering to organizational rules and regulations.
- (o) Perform other related duties as requested by the Director General.