



# Ministry of Urban Development & Housing CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY

E-mail : [info@cida.gov.lk](mailto:info@cida.gov.lk)Website : [www.cida.gov.lk](http://www.cida.gov.lk)

## VACANCIES

Applications are invited for the following posts in the Construction Industry Development Authority (CIDA)

### SENIOR MANAGER CATEGORY-HM 2-1

#### 1. Post of Director General

##### Qualifications:

##### External Candidates:

B.Sc. Degree in Engineering / Architecture / Quantity Surveying which is recognized by the U.G.C.

##### WITH

Master's Degree in relevant field or Corporate Membership of a relevant professional body recognized by the Institute of Engineers, Sri Lanka (IESL) / Institute of Architects of Sri Lanka (SLIA) / Institute of Quantity Surveyors of Sri Lanka (IQSSL).

##### AND

Minimum of 20 years of experience in all the border areas of major construction activities at a "Managerial Level" after the Bachelor's Degree in the relevant field out of which 05 years of experience should be at "Senior Managerial Level" with proven track record in a Corporation, Statutory Board / Institution or a reputed Mercantile Establishment acceptable to CIDA after obtaining the first degree.

##### Internal:

B.Sc. Degree in Engineering / Architecture / Quantity Surveying which is recognized by the U.G.C. with Master's Degree in relevant field or Corporate Membership of a relevant professional body recognized by the Institute of Engineers, Sri Lanka (IESL) / Institute of Architects of Sri Lanka (SLIA) / Institute of Quantity Surveyors of Sri Lanka (IQSSL).

##### WITH

(a) A Minimum of 07 years of experience as a Director in the senior manager (HM) category in the subject area relevant to the post.

##### AND

(b) A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

### SENIOR MANAGER CATEGORY- HM 1-3

#### 2. Post of Director (Finance) (01 Post)

##### Qualifications:

##### External Candidates(1 or 2 below):

1. A Bachelor's Degree in Financial Management / Accountancy / Commerce / Accountancy & Business Finance / Business Administration which is recognized by the U.G.C.

##### WITH

Master's Degree in Public Financial Management / Accountancy / Finance / Business Administration or Associate Membership of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants (CIMA) / Association of Certified and Corporate Accountants (ACCA).

##### AND

Minimum of 15 years' experience after the first degree at a "Managerial Level" in a Government Department / Corporation / Statutory Board / Institution in the field of Financial Management /Accounting / Auditing.

2. Full membership of a recognized professional Chartered Institution in a related field to the post.

##### AND

Minimum of 15 years' experience after the first degree at a "Managerial Level" in a Government Department / Corporation / Statutory Board / Institution in the field of Financial Management /Accounting / Auditing.

##### Internal Candidates: (1 or 2 below):

1. Having obtained the qualifications required by the external candidates above.

2. Completion of minimum five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the field of Financial Management / Accounting / Auditing.

### MANAGER CATEGORY- MM 1-1 Grade - II

#### 3. Post of Assistant Director (Internal Audit) MM 1-1 Grade - II (01 Post)

##### Qualifications:

##### External Candidates: (1 or 2 Below)

1. A Bachelor's Degree in Finance / Accountancy / Commerce / Accounting & Financial Management / Business Administration / Public Administration / Public Management or Management Degree which is recognized by the U.G.C.

##### OR

2. Passed the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or Part I & II of Chartered Institute of Management Accountants (CIMA) / Association of Certified and Corporate Accountants (ACCA).

##### WITH

Minimum of 01 year post qualifying executive level experience in accounting and finance in a Government Department / Corporation / Board or a reputed Private Sector Organization.

Note : Exposure to computerized accounting environment is a distinct advantage.

##### Internal : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion of minimum five (05) years satisfactory service in Accounts / Audit Officer in CIDA in the Junior Manager (JM) Category.

#### 4. Post of Assistant Director (Registration & Monitoring - Property Developer - Material Supply) MM 1-1 Grade - II (01 Post)

##### Qualifications:

##### External Candidates :

B.Sc. Degree in Civil / Mechanical Engineering which is recognized by the U.G.C.

##### OR

Associate Membership of a professional body in the relevant field recognized by the Institute of Engineers, Sri Lanka (IESL).

##### WITH

A minimum of 01 year post qualifying executive level experience in the construction field in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to CIDA.

##### Internal : ( 1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion of minimum five (05) years satisfactory service in Engineering Assistant / Training Officer in CIDA in the Junior Manager (JM).

#### 5. Post of Assistant Director (Construction Equipment Training) MM 1-1 Grade - II (01 Post)

Duty Station : OTC Anuradhapura (Galkulama)

##### Qualifications:

##### External Candidates:

B.Sc. Degree in Mechanical / Mechatronics Engineering which is recognized by the U.G.C.

##### OR

Associate membership of a professional body in the relevant field recognized by the Institute of Engineers, Sri Lanka (IESL).

##### WITH

A minimum of 01 year post qualifying executive level experience in the relevant field to the post in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to CIDA.

##### Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion of minimum five (05) years satisfactory service as a Mechanical Engineering Assistant / Training Officer in a Institute for Construction, Training and Development / CIDA in the Junior Manager (JM) Category.

### JUNIOR MANAGER CATEGORY - JM 1-2 Grade - II

#### 6. Post of Technical cum Maintenance Officer - JM 1-2 Grade - II (01 Post)

##### AND

#### 7. Post of Training Officer - JM 1-2 Grade - II (02 Posts)

##### Qualifications:

##### External Candidates: (1 or 2 or 3 below)

1. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 in the relevant field issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualifying (NVQ) Level 6 in the relevant field, issued by the Technical Institute accepted by the Tertiary and Vocational Education Commission with at least five (05) years post qualifying experience in the relevant field to the post in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to CIDA.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 in the relevant field, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission. And at least ten (10) years post qualifying experience in the relevant field to the post in a Government Department / Corporation / Board / Reputed Statutory Institution or a Private Sector Organization acceptable to CIDA.

##### Internal : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion of minimum of five (05) years satisfactory service in a post of the Management Assistant (Tech) - Grade II in CIDA in the subject area relevant to the post.

#### 8. Post of Confidential Secretary - JM 1-2 Grade - II (02 Posts)

##### Qualifications:

##### External Candidates: (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree which is recognized by the U.G.C. and with working knowledge in Sinhala and English, also excellent Secretarial Skills & working knowledge in Tamil will be an added advantage.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 in the relevant field issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualifying (NVQ) Level 6, issued by the Technical Institute accepted by the Tertiary and Vocational Education Commission with at least five (05) years post qualifying experience in the relevant field to the post in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to CIDA with working knowledge in Sinhala and English, also excellent Secretarial Skills.

4. Having obtained a certificate of proficiency not below than the National Vocational Qualifying (NVQ) Level 5, issued by the Technical Institute accepted by the Tertiary and Vocational Education Commission with at least Ten (10) years post qualifying experience in the relevant field to the post in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to CIDA with working knowledge in Sinhala and English, also excellent Secretarial Skills.

##### AND

(a) Stenography and ability to handle correspondence independently in a computerized environment.

(b) Proficiency in Shorthand / Typing.

Speed Shorthand - 50 w.p.m  
Typing - 40 w.p.m.

(c) Working knowledge of Word Processing, Spreadsheets, Database on personal computer.

##### Internal : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion of minimum of five (05) years satisfactory service in the post of the Management Assistant (Non - Tech) - Grade II Category in CIDA and

(a) Stenography and ability to handle correspondence independently in a computerized environment.

(b) Working knowledge of Word Processing, Spreadsheets, Database on personal computer.

### MANAGEMENT ASSISTANT (TECHNOLOGICAL) - CATEGORY-MA 2-2 Grade - III

#### 9. Post of Technical Assistant (Civil) - MA 2-2 Grade - III (02 Posts)

#### 10. Post of Technical Assistant (Mechanical) - MA 2-2 Grade - III (01 Post)

#### 11. Post of Technical Assistant (Transport) - MA 2-2 Grade - III (01 Post)

##### Qualifications:

##### External Candidates:

##### Vocational:

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the relevant field.

##### Internal : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Employees of Primary Level - Skilled, who have completed a minimum of five (5) years satisfactory service in Grade I in a permanent post under the above employee category (Skilled) in CIDA.

##### AND

##### Vocational:

Having successfully completed a Diploma in the relevant field or Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 4 in the relevant field, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the relevant field or passed at a Trade Test conducted by CIDA or a recognized institution in the relevant field.

### MANAGEMENT ASSISTANT (NON - TECHNOLOGICAL) CATEGORY - MA 1-2 Grade - III

#### 12. Post of Management Assistant (Non-Technological) - MA 1-2 Grade - III (06 Posts)

##### Qualifications:

##### External Candidates:

##### Educational:

a) Having passed the G C E (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including :

- Sinhala / Tamil
- Mathematics
- English (if necessary to the post)

b) Having passed three (03) subjects (other than the General Paper) at the G. C. E. (A/L) examination.

c) Working knowledge of Word Processing, Spread Sheet, Data Base on Personal computer and recognized course in Secretarial Work will be an added advantage.

##### Internal :

Employees of the Primary Level - Skilled, Primary Level - Semi skilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

##### Educational :

Having passed the G C E (O/L) examination in six (06) subjects with credit passes for four (04) subjects including :

- Sinhala / Tamil
- Mathematics
- English (if necessary to the post)

##### AND

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

##### Note :-

- Any period of service prior to been appointed to a permanent post or period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual / temporary basis too should not be counted for this purpose.
- Working knowledge of Computer package handling including MS - Office, Word, Excel, and PowerPoint will be an added qualification.

### PRIMARY LEVEL (SKILLED) CATEGORY- PL 3 Grade - III

#### 13. Post of Tradesman (Building Services) - PL 3 Grade - III (01 Post)

#### 14. Post of Tradesman (Mechanic) - PL 3 Grade - III (01 Post)

#### 15. Post of Tradesman (Printing Machine Operator) - PL 3 Grade - III (01 Post)

#### 16. Post of Demonstrator - PL 3 Grade - III (03 Posts)

##### Qualifications:

##### External Candidates:

##### Educational:

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

##### Vocational:

Having obtained proficiency certificate not below than the National Vocational Qualification (NVQ) Level four (04) in the relevant field issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

##### Internal : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Employees in Primary Level - Semi Skilled (PL 02) or Unskilled (PL 01) who have completed a minimum of five (05) years working experience in the relevant field, with the skills not below than the National Vocational Qualification Level two (02) in the relevant field, proven at a trade test.

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**CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY**

**PRIMARY LEVEL (SEMI-SKILLED) CATEGORY -  
PL 2 Grade – III**

**17. Post of Machine Operator – PL 2 Grade – III (02 Posts)**

**Duty Station - OTC Anuradhapura (Galkulama)**

**Qualifications:**

**External Candidates:**

**Educational :**

Persons who have sat for the G.C.E. (O/L) Examination and passed minimum of 02 subjects.

**Vocational :**

Having obtained proficiency certificate not below than the National Vocational Qualification Level 3, issued by a Technical Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, in the relevant field.

**Internal: (1 or 2 below)**

1. Having obtained the qualifications required by the external candidates above.
2. Employees in Unskilled Level who have completed a minimum of five (05) years working experience in the relevant field with skills not below than the National Vocational Qualification Level 2, proven at a trade test.

**PRIMARY LEVEL (UNSKILLED) CATEGORY- PL 1 Grade – III**

**18. Post of Helper – PL 1 Grade – III (01 Post)**

**Qualifications :**

**External :**

Persons who have sat for the G.C.E. (O/L) Examination and passed a minimum of 02 subjects.

**Recruitment Procedure:**

**Senior Manager Category (HM 2-1) and Senior Manager Category (HM 1-3)**

A structured interview conducted by a panel appointed by the appointing authority.

**Manager Category (MM 1-1) and Junior Manager Category (JM 1-2)**

**Management Assistant (Technological) Category – (MA 2-2) and**

**Management Assistant (Non - Technological) Category – (MA 1-2)**

Written competitive examination and / or structured interview conducted by a panel appointed by the appointing authority.

**Primary Level - Skilled (PL-3),**

Trade Test and a structured interview.

**Semi-Skilled (PL-2) and Unskilled (PL- 1) Employee Categories**

Structured Interview

**Salary Code and the Monthly Salary Scale of the each employee category. w.e.f. 01.01.2016**

**Senior Manager Category - HM 2-1**

- HM 2-1 : Rs. 91,645/- 12 x 2,700/- 124,045/-

**Senior Manager Category - HM 1-3**

- HM 1-3 : Rs. 86,865/- 15 x 2,270/- 120,915/-

**Manager Category - MM 1-1 - Grade – II**

- MM 1-1 : Rs. 53,175/- 10 x 1,375/- 15 x 1,910/- 95,575/-

**Junior Manager Category – JM 1-2 Grade – II**

- JM 1-2 : Rs. 43,355/- 10 x 755/- 18 x 1,135/- 71,335/-

**Management Assistant (Technological) Category – MA 2-2 Grade – III**

- MA 2-2 : Rs. 30,310/- 10 x 300/- 7 x 350/- 4 x 600/- 20 x 710/- 52,360/-

**Management Assistant (Non - Technological) Category – MA 1-2 Grade – III**

- MA 1-2 : Rs. 27,910/- 10 x 300/- 7 x 350/- 12 x 600/- 12 x 710/- 49,080/-

**Primary Level - Skilled Category- (PL-3) - Grade – III**

- PL - 3 : Rs. 26,290/- 10 x 270/- 10 x 300/- 10 x 330/- 12 x 350/-39,490/-

**Primary Level – Semi skilled Category - (PL-2) Grade - III**

- PL 2 : Rs. 25,750/- 10 x 270/- 10 x 300/- 10 x 330/- 12 x 350/- 38,950/-

**Primary Level – Unskilled- Category - (PL-1) - Grade – III**

- PL 1 : Rs. 24,750/- 10 x 250/- 10 x 270/- 7 x 300/- 15 x 330/- 37,000/-

**Every applicant,**

- I. Should be a citizen of Sri Lanka.
- II. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- III. Should be of excellent moral character.

**Age:**

**Senior Manager Category (HM 2-1) and Senior Manager Category (HM 1-3)**

Should be not less than 35 years and not more than 55 years.

**Manager Category (MM 1-1) and Junior Manager Category (JM 1-2)**

Should be not less than 22 years and not more than 45 years.

**Management Assistant (Technological) Category – (MA 2-2) and Management**

**Assistant (Non - Technological) Category – (MA 1-2)**

Should be not less than 18 years and not more than 45 years.

**Primary Level - Skilled (PL-3), Semi-Skilled(PL-2), Unskilled (PL-1) employee**

**categories.**

Should be not less than 18 years and not more than 45 years.

The upper age limit will not apply to the internal candidates and candidates of the

Public / Corporate Sector.

**Other Benefits**

- Government approved allowances.
- CIDA will contribute 15% and 3% of the salary to the EPF and ETF respectively, while employee will contribute 10% of the salary to the EPF.
- "Agrahara Gold" Medical Insurance facilities.
- Bonus as per the Public Enterprise Circulars.
- According to the Public Enterprise Circulars (PED) transport and communication facilities for senior manager category and manager category

Applications along with the certified copies of Educational, Professional and Experience Certificates should be forwarded under **Registered Cover** to reach the Chairman of CIDA on or before **12.10.2023**. Applications from officers employed in Government Departments / Corporations / Statutory Boards / Institutions should be forwarded through the respective Heads of such institutions indicating whether the applicant could be released, if selected. **The post applied for should be indicated on the top left corner of the envelope.**

**Disqualified, Incomplete or late applications will be rejected. Only short-listed eligible candidates will be called for the Interview.**

**Chairman  
Construction Industry Development Authority  
"Savsiripaya" 123, Wijerama Mawatha,  
Colombo 07.**