Ministry of Science & Technology

NATIONAL ENGINEERING RESEARCH & DEVELOPMENT

CENTRE OF SRI LANKA

V A C A N C I E S

Post of Documentation & Data Operations Assistant on Casual Basis

National Engineering Research and Development Centre (NERDC) is the premier engineering research and development organization, operating under the purview of the Ministry of Science and Technology of the Government of Sri Lanka. Over the last five decades, NERDC has embarked on nationally important challenging engineering research & development projects and professional industrial services through its competent workforce and state-of-the-art facilities.

The Energy and Environmental Services Department (E & ESD) has consistently delivered high-value measurement and consultancy services to industries in the Energy and Environmental Management sectors. There is a need to hiring **of a Documentation and Data Operations Assistant** to support the efficient management of project documentation, data analysis, and customer coordination in the Energy & Environmental Services Department.

Post of Documentation and Data Operations Assistant

This recruitment is a **Casual Post** on a daily pay basis and will not have the chance of claiming to continued employment under government. **This position will exist only for one-year period.**

Qualifications

- Credit passes in Mathematics and English in the G.C.E. O/L Examination.
- Should pass three subjects (Other than the General Paper) at the G.C.E. (A/L) Examination in one sitting
- Proficiency in Microsoft Office, especially MS Word and MS Excel.
- Basic understanding of accounting principles to assist with invoice handling and Financial Data Management.
- Higher education qualification in IT field / Accounting / Basic Management, etc. would be an added qualification.
- Knowledge on technical evaluation report preparation (Especially in Energy and Environmental Engineering field) will be preferred.

Duties & Responsibilities

- Prepare and maintain documents and other project records
- Communicate and gather related information.
- Draft official letters, memos, and other correspondence.
- Take minutes of meeting and prepare report.
- Perform data entry and compile standard test reports using MS Word/ MS Excel
- Conduct data analysis and create visual representations in MS Excel to monitor testing progress.
- Maintain and update job databases while ensuring accuracy in records management.
- File & Records Management
- Address customer inquiries and redirect them to relevant officers.
- Assist officers in Management grades with Administrative and operational tasks.
- Assist in the preparation of financial transactions.
- Maintain inventory records and ensure proper documentation.

- Make copies of Documents as required.
- Ensure smooth office operations by handling day-to-day Administrative tasks.
- Perform basic statistical analysis using manual and computational methods.
- Maintain a job Database and manage files in cloud storage for the Testing progress dashboard.

Salary:

- **Rs. 2000/- per day subjected to minimum attendance of 20 days per month.** Additional payment will be allowed for extra 5 official week days depending upon the official week days per month subjected to the **maximum monthly payment of Rs 50,000/-** (No allowances beyond this limit will be permitted)

- **Duty period** is from 8.30 am to 4.15 pm for each official week day. Extra hours of work would be required as per the service requirement and overtime payment will be paid at the rate of Rs. 300/- per hour subjected to a maximum limit of extra 100 hours.

Performance Evaluation

Continuous Performance Monitoring and Evaluation will be performed by the Head of the Department along with the NERDC Management to assess the employee's contribution to the duties of the respective Department. Based on the Evaluation results, the contract may be extended / terminated within the duration. If the performance is not at a Satisfactory level, NERDC Management reserves the right to terminate the service agreement after short notice.

Resignation Policy

If an employee decides to resign from the position, he/she must provide one month notice prior to resignation. Failure to provide the required notice will result in the employee forfeiting the salary for the final month of service.

Application Deadline: Two weeks from the advertisement date.

Selection Criteria

- Application will be screened and reviewed preferring to qualifications and experience.
- Selected candidates are invited for an interview (Technical skills and experience aligned with project needs would be evaluated)

Send applications giving full Bio-Data with names, addresses and telephone numbers of two non-related referees and copies of the certificates relevant to educational, professional and experience should be forwarded to **hrdepartment@nerdc.lk** OR registered post to reach the under mentioned address on or before the closing date.

> *(The position applied should be mentioned on the subject of the email OR top left hand corner of the envelope)*

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