

## Ministry of Defence



## National Building Research Organization (NBRO)



## Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)

funded

by Asian Infrastructure Investment Bank (AIIB)

(Loan No: L0124A)

## VACANCIES

Applications are hereby invited from suitably qualified citizens of Sri Lanka for the following posts in the Project Management Unit (P. MU) and the field of the RLVMMP, who are to be employed on a contract basis based on the conditions of the Circular No. 01/2019, and its subsequent amendments, if any, which is issued by the Department of Management Services, Ministry of Finance, Planning and Economic Affairs of the Government of Sri Lanka. The RLVMMP is funded by the Asian Infrastructure Investment Bank (AIIB) and the Government of Sri Lanka (GoSL), with a project value of US\$101.3 million. The Ministry of Defence is the Executing Agency (EA) represented by the PMU of RLVMMP, and the National Building Research Organisation (NBRO), operating under the Ministry of Defence, is the Implementing Agency (IA). The project aims to mitigate landslide risks at 203 identified locations across the districts of Badulla, Kandy, Matale, Kegalle, Ratnapura, Nuwara-Eliya, Kalutara, Colombo, Matara, Hambantota, and Kurunegala, as well as unstable areas along railway tracks. Phase I successfully mitigated 24 Nos. of critical landslide-prone sites, and Phase II is now addressing the remaining sites. The RLVMMP is to be concluded until June 30, 2027 including defect liability period.

Posts	Job Profiles, Qualifications & Experience	Posts	Job Profiles, Qualifications & Experience
1. <b>Senior Geologists</b> PS 03 02 Posts	Experience preferred in geological mapping, landslide investigation, slope stability assessment, and geotechnical investigations such as boreholes, sampling, and instrumentation. Experience in hazard zonation, application of appropriate mitigation techniques including drainage, retaining structures, and bio-engineering measures, and prior involvement in landslide mitigation or disaster management projects is essential. Proficiency in the use of GIS, remote sensing, and geotechnical modeling software (e.g., GeoStudio, Rocscience) is preferred.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 9, 10, and 11 related to PS3 of the Management Service Department (MSD) Circular 01/2019, Annexure - I	7. <b>Environmental Officer</b> PS 06 01 Post	Experience preferred in the effective implementation of environmental management and safeguard measures, reporting to the Environment Specialist, Social Safeguard Specialist, and Health & Safety Specialist. Assist in monitoring environmental compliance of project activities, implementing mitigation measures, and ensuring adherence to national regulations as well as AIIB environmental and social safeguard requirements. Conduct site inspections, collect and document environmental data, and contribute to reporting for project monitoring and compliance purposes. Support awareness-raising and training initiatives on environmental protection, health, and safety for project staff and contractors, and collaborate closely with project teams to identify and mitigate environmental and occupational risks, ensuring sustainable and safe project implementation.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 19, 20, 21, 23, 24, 25, and 26 related to PS6 of the MSD Circular 01/2019, Annexure - I
2. <b>Geotechnical Engineer</b> PS 04 01 Post	Experiences preferred in site investigations, soil and rock characterization, slope stability analysis, and the design of stabilization measures such as retaining structures, drainage systems, and ground improvement techniques. In addition to technical design skills, prior hands-on experience in construction supervision of geotechnical works such as excavation, retaining systems, drainage installations, and slope reinforcements preferred to ensure proper implementation of mitigation measures. Familiarity with relevant standards and guidelines, competence in monitoring techniques, and the ability to collaborate with multidisciplinary teams and effectively communicate geotechnical risks are also expected, among many others.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 11, 12, 13, 14, and 15 related to PS4 of the MSD Circular 01/2019, Annexure - I, provided that a minimum of 03 years or more experience, preference will be given for higher number of years in experience. <a href="http://www.plusinfo.lk">www.plusinfo.lk</a>	8. <b>Quantity Surveyor</b> PS 06 01 Post	Experience preferred in assisting the preparation of tender documents, Bills of Materials, and cost estimates for infrastructure development or related, as well as the evaluation of contractors' bids and suppliers' offers to support transparent and competitive contract awarding. Capable of checking and/or preparing interim and final payment certificates in line with contract terms, verified quantities, and quality standards. Experience in assessing and valuing variations due to design changes, unforeseen ground conditions, or technical requirements, and ensuring that civil works and goods contracts are delivered effectively, economically, and in compliance with project objectives. <a href="http://www.plusinfo.lk">www.plusinfo.lk</a>  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 19, 20 and 21 related to PS6 of the MSD Circular 01/2019, Annexure - I.
3. <b>Procurement / Project Engineer</b> PS 04 02 Posts	Experience preferred in procurement processes, including tendering, evaluation, and contract management. In addition, skills in project planning, site supervision, scheduling, and coordination with contractors and consultants, along with hands-on experience in monitoring both the physical and financial progress of works to ensure timely delivery within budget. A knowledge of local regulations, safety, and environmental requirements, and strong communication and negotiation skills for effective stakeholder management.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 11, 12, 13, 14, and 15 related to PS4 of the MSD Circular 01/2019, Annexure - I, provided that a minimum of 03 years or more experience, preference will be given for higher number of years in experience.	9. <b>Technical Officer</b> PS 06 01 Post	Experience preferred in assisting with field investigations, data collection, and analysis, as well as supervising contractors' construction activities to ensure compliance with design specifications, quality standards, safety requirements, supporting procurement activities by verifying technical specifications and maintaining accurate documentation, preparing technical reports, and coordinating with multidisciplinary teams to facilitate smooth project execution. Experience in ensuring quality, compliance, and timely delivery of project activities under the guidance of senior engineering staff. The Technical Officer is expected to provide essential technical and operational support to the landslide mitigation project, reporting to the Senior Geotechnical Engineer/Geotechnical Engineer/ Site Engineer/ and Proc/Project Engineer as assigned by the Project Director.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 19, 20, 21, 23, 24, 25, and 26 related to PS6 of the MSD Circular 01/2019, Annexure - I.
4. <b>Quantity Surveyor</b> PS 04 02 Posts	Experience preferred in the full cycle of procurement and contract administration of civil works and goods contracts, including the preparation of tender documents, Bills of Materials, and cost estimates for infrastructure development or related, as well as the evaluation of contractors' bids and suppliers' offers to support transparent and competitive contract awarding. Capable of checking and/or preparing interim and final payment certificates in line with contract terms, verified quantities, and quality standards. Experience in assessing and valuing variations due to design changes, unforeseen ground conditions, or technical requirements, ability to review, prepare, and negotiate contractual and extra-contractual claims relating to time, cost, or scope adjustments. Strong competence in contract administration, documentation management, and supporting dispute resolution is preferred to ensure that civil works and goods contracts are delivered effectively, economically, and in compliance with project objectives.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 11, 12, 13, 14, and 15 related to PS4 of the MSD Circular 01/2019, Annexure - I, provided that a minimum of 03 years or more experience, preference will be given for higher number of years in experience. <a href="http://www.plusinfo.lk">www.plusinfo.lk</a>	10. <b>Management Assistant Supporting Staff</b> 01 Post	Experience preferred in a comprehensive administrative role to support the efficient functioning of the project office, including managing day-to-day office operations such as preparation of correspondence, filing, documentation, and preparation of reports and presentations, coordinating meetings, workshops, and project events; while supporting General Administration/Accounts/Stores Management/etc. Required to assist in facilitating logistics for field activities, including arranging transportation, accommodation, and materials for project teams, and maintaining accurate records of project activities, staff attendance, and travel, and providing essential administrative support to project staff and management. It is expected to play a key role in ensuring the smooth implementation of the Project.  <b>Qualifications &amp; Experience</b> a) Having passed the G.C.E. (O/L) in six subjects and having obtained credit passes for Sinhala/ Tamil/ English language, Mathematics, and two other subjects in one sitting. b) Having passed three subjects at the G.C.E. (A/L) examination except General Paper. c) Completed a course in Word Processing (MS Word) recognized by the Tertiary and Vocational Education Commission (TVEC), or obtained similar/higher proficiencies. d) Should have a minimum of two (02) years of work experience in the relevant field. e) Working experience in a routine office environment and foreign-funded projects would be an added advantage.  The Salary will be decided as per Clause 3.2.3. on Page 10 of 16 of the MSD Circular 01/2019. (Initial step of the relevant salary scale at the recruitment level of a similar post in the Public Service and the allowance entitled to such posts, plus 50% of the initial salary entitled to said posts) <a href="http://www.plusinfo.lk">www.plusinfo.lk</a>
5. <b>IT Specialist</b> PS 05 01 Post	Experience preferred in ensuring the seamless operation of IT systems, networks, and software tools. Key responsibilities include updating and maintaining the project website, supporting monitoring and evaluation activities through effective data management and reporting, and troubleshooting IT and network issues. Enhancing project monitoring, reporting, and decision-making by capturing high-quality aerial imagery for mapping, documentation, and analysis is preferred but not essential. The IT Specialist will work closely with project staff to provide technical guidance, ensuring that all digital and technological resources effectively support project objectives.  The qualifications and experience requirements are as per the 04 <sup>th</sup> Column on pages 16, 17, and 18 related to PS5 of the MSD Circular 01/2019, Annexure - I.	11. <b>Management Assistant (Technical) Supporting Staff</b> 01 Post	Experience preferred in a comprehensive administrative but technical role to assist/support the efficient functioning of the project office, including managing day-to-day office operations such as preparation of correspondence, filing, documentation. Preparation of reports and presentations, coordinating meetings, workshops, and project events related to Safeguards/Technical/Procurement. Experience in facilitating logistics for field activities, including arranging transportation, accommodation, and materials for project teams, and maintaining accurate records of project activities, staff attendance, and travel, and providing essential administrative support to project staff and management is an added advantage. It is expected to play a key role in ensuring the smooth implementation of the Project.  <b>Qualifications &amp; Experience</b> a) Having passed the G.C.E. (O/L) in six subjects and having obtained credit passes for Sinhala/ Tamil/ English language, Mathematics, and two other subjects in one sitting. b) Having passed three subjects at the G.C.E. (A/L) examination except General Paper. c) Completed a course in Word Processing (MS Word) recognized by the tertiary and Vocational Education Commission (TVEC), or obtained similar/higher proficiencies. d) Completed a relevant Technical qualification at NVQ-04 or higher, which is recognized by the Tertiary and Vocational Education Commission (TVEC), or obtained similar/higher proficiencies. e) Should have a minimum of two (02) years of work experience in the relevant field. f) Working experience in a routine office environment and foreign-funded projects would be an added advantage.  The Salary will be decided as per Clause 3.2.3. on Page 10 of 16 of the MSD Circular 01/2019. (Initial step of the relevant salary scale at the recruitment level of a similar post in the Public Service and the allowance entitled to such posts, plus 50% of the initial salary entitled to said posts)

Posts	Job Profiles, Qualifications & Experience	Posts	Job Profiles, Qualifications & Experience
6. <b>HRM / Administration Officer PS 05 01 Post</b>	<p>Experience preferred in a previous key role in assisting/ensuring the smooth and efficient management of Key Staff/supporting staff of a project, in full compliance with Sri Lankan labor laws and government regulations. The role encompasses a wide range of responsibilities, including supporting recruitment and on boarding, maintaining accurate employee records, managing attendance and benefits, and facilitating staff training and capacity-building activities. In addition, oversee field vehicle coordination and logistics management to ensure timely and safe transportation for project activities. Monitor attendance, leave, and assist in performance evaluations, provide guidance on HR policies, and support staff welfare initiatives to maintain a motivated and productive workforce, contributing to the successful implementation of the project.</p> <p>The qualifications and experience requirements are as per the 04<sup>th</sup> Column on pages 16, 17, and 18 related to PS5 of the MSD Circular 01/2019, Annexure - I.</p>	12. <b>Office Assistant Supporting Staff 01 Post</b>	<p>Experience preferred in providing essential support to ensure the smooth functioning of the project office, including assisting with general administrative tasks such as filing, photocopying, document management, and maintaining accurate records, managing office supplies and equipment. Supporting the preparation and distribution of project materials, and ensuring the office environment is clean, organized, and well-maintained, including sweeping, cleaning, and basic upkeep. The Office Assistant will work closely with project staff to facilitate daily operations and ensure that the office runs efficiently and professionally.</p> <p><b>Qualifications &amp; Experience</b></p> <p>a) Having passed the G.C.E. (O/L) examination in six subjects with two credit passes, not more than two sittings.</p> <p>b) Having passed three subjects at the G.C.E. (A/L) examination is considered an added qualification.</p> <p>c) At least a minimum of two (02) years of work experience in the relevant field is preferred, and working experience in a routine office environment in foreign-funded projects would be an added advantage.</p> <p>d) The employee should be in good physical and mental condition to carry out their duties.</p> <p>The Salary will be decided as per Clause 3.2.3. on Page 10 of 16 of the MSD Circular 01/2019. (Initial step of the relevant salary scale at the recruitment level of a similar post in the Public Service and the allowance entitled to such posts, plus 50% of the initial salary entitled to said posts) <a href="http://www.plusinfo.lk">www.plusinfo.lk</a></p>

**General Conditions :**

Applicants shall be below **64 years** of age on the closing date of the receipt and closing date of applications as stated below.

All recruits are expected to perform their duties in liaison and coordination activities with relevant Government Organizations and other agencies.

Work experience in foreign-funded projects would be an added advantage.

Proficiency in English, familiarity with government regulations, and computer literacy are essential prerequisites for the above posts.

Applications from employees in Government Ministries, Departments, Corporations, Statutory Boards, and Institutions should be forwarded through their respective Heads of Institutions by indicating whether the candidate can be released if selected.

**Salary:**

Paid together with allowances as per the Department of Management Services Circular No. 01/2019 and its revisions, if any.(Employee contributes 8% of the monthly salary to the Employees’ Provident Fund, while the employer contributes 12% to the Employees’ Provident Fund and 3% to the Employees’ Trust Fund.)

**Applications:**

Eligible candidates are requested to send their applications with a cover letter demonstrating their suitability/eligibility for the applied positions, together with a completed curriculum vitae with the names and contact details of two non-related referees, along with certified copies of relevant educational, professional, and experience certificates. If not, the respective applications will not be considered for selection.

The applicants are requested to forward their applications separately for each position along with their Curriculum Vitae, giving educational, professional qualifications, and experience with two contacts of non-relative referees by registered post on or before **October 16, 2025, (16-10-2025)** to reach the address given below. Please **state the post applied for on the Top left-hand corner of the envelope.**

**Postal Address : Project Director**  
**Project Management Unit**  
**Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)**  
**National Building Research Organisation,**  
**99/1, Jawatta Road,**  
**Colombo 05.**  
**Contact No : 011 - 2559869**

Shortlisted applicants based on highest qualifications & experience will be called for an interview, and selection will be based on merit.

Any form of influence or making a representation for the recruitment process could result in rejection of the application.

**Secretary**  
**Ministry of Defence**