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Director Finance (HM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<u>External Candidates (1 or 2 below)</u> 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. WITH 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. AND Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or a reputed private institution. 2. Full Membership of a recognized professional chartered institution in a related field to the post. AND Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or a reputed private institution. <u>Internal Candidates (1 or 2)</u> 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 subject area relevant to the post.
Salary Scale:
HM 1-3 2025 Rs. [152, 500 - 15 x 4,100 - 214,000]
Age Bracket:
Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Benefits:
i. Government-approved allowances
Job Description:
1. Assist the business planning and decision-making process of the PDASL by providing appropriate financial advice through prudent fiscal management and related account management practices. 2. Assist with funding decisions and management of the Petroleum Resources Development Fund. 3. Support higher management on all business reviews, manage budgets across multiple departments/divisions and forecast future needs using a long-term planning process. 4. Oversee insurance and risk management of the Authority and upstream operational requirements. 5. Ensure that all the PDASL's financial practices are in line with statutory regulations and legislation. 6. Coordinate with contractors and implement strategies to maintain fiscal stability provisions of the agreed work contracts. 7. Coordinate with relevant institutions and recommend necessary fiscal policy changes that would make positive impact on upstream investments. 8. Create and maintain relationships with service providers and contractors, including banking institutions and accountants in managing upstream finances. 9. Develop/Update financial policies and procedures for the Authority. 10. Seek out methods and practices to minimize financial risks. 11. Lead the finance team to perform financial modelling and analysis, prepare forecasts, comprehensive budgets and all other related tasks. 12. Liaise with Operators/Contractors and develop/ update accounting/ procedures/ standards/ practices for upstream petroleum operations. 13. Lead the financial team to prepare timely and detailed reports on financial performance as required by the line ministry. 14. Develop and implement an internal audit programme, to ensure that the PDASL complies with financial procedures and regulations. 15. Perform other related duties as requested by the Director General.

Recruitment Procedure:
Recruitment will be done on the results of a structured interview conducted by a panel appointed by the appointing authority, which is the Board of Directors of the PDASL.
General application submission rules:
i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees. ii. 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. iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.

Director Legal and Compliance (HM 1-3)

Nature of Appointment:

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Qualifications:

External Candidates:

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.

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 subject area relevant to the post.

Notarial Licenses both in Sinhala/Tamil and English is a distinct advantage.

Salary Scale:

HM 1-3 2025 Rs. [152, 500 - 15 x 4,100 - 214,000]

Age Bracket:

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Benefits:

- i. Government-approved allowances

Job Description:

1. Provides legal advice to Director General and attend to all legal matters of the organization, to ensure that the PDASL activities follow the government, institutional rules and regulations and the laws of the country.
2. Provide legal advice and opinion on various issues arising out of Petroleum Agreements and other applicable laws of the petroleum industry.
3. Review and provide legal strategy/opinion with respect to policies framed by PDASL.
4. Handling Court cases and Labour issues and drafting legal documentation.
5. Maintain public registry of upstream petroleum interests and keep custody of the confidential documents of the organization.
6. Conduct all legal work for the call to bids and issuance of licenses.
7. Formulate policies, guidelines, regulations required for petroleum operations in consultation with relevant stakeholders.
8. Drafting and attesting deeds, bonds and agreements as and when necessary.
9. Lead the legal team to be the focal point of monitoring contractual obligations in agreements, work contracts etc. and ensure full compliance in consultation with relevant divisions of the PDASL.
10. Coordinate with other divisions and guide the legal team for the issuance of relevant licenses to Contractors and Service Sub Contractors.
11. Prepare and update the manual of procedures for the division.
12. Oversee the functions of the division ensuring that there is employee job satisfaction and provide access to subject specific training.
13. Perform other related duties as requested by the Director General.

Recruitment Procedure:

Recruitment will be done on the results of a structured interview conducted by a panel appointed by the appointing authority, which is the Board of Directors of the PDASL.

General application submission rules:
i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees. ii. 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. iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.

Senior Geologist (HM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<u>External Candidates</u> A Bachelor's Degree in Geology which is recognized by the University Grants Commission of Sri Lanka. WITH A Postgraduate Degree qualification (Masters) in the relevant field or Associate Membership of a recognized professional Chartered Institute, relevant to the subject area of the post. AND Minimum of fifteen (15) years experience in upstream petroleum projects/operations related to the subject area of the post in a Corporation, Statutory Board/ Institution or a reputed private Company. Skills on state- of- the- art software related to the upstream petroleum industry (Petrel, Kingdom, etc) and advanced GIS applications is a distinct advantage. <u>Internal Candidates (1 or 2 below)</u> 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 subject area relevant to the post. Skills on state- of- the- art software related to the upstream petroleum industry (Petrel, Kingdom, etc) and advanced GIS applications is a distinct advantage.
Salary Scale:
HM 1-3 2025 Rs. [152, 500 - 15 x 4,100 - 214,000]
Age Bracket:
Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Benefits:
i. Government-approved allowances
Job Description:
1. Develop detailed subsurface evaluations by collecting, integrating, and evaluating multiple data types including log correlations, subsurface maps, depositional model, petrophysics, cores, seismic, pressures, etc. to quantify subsurface risks and opportunities. 2. Integrate core data into petrophysics program and tie to production results. 3. Provide operational support for a multi-well drilling program including developing well paths, managing surveyors, securing permits, creating geologic prognosis and AFE support, geo-steering wells, managing logging/coring/seismic crews, etc. 4. Value acreage positions for potential acquisition candidates. 5. Maintain updated database with directional surveys, tops, core analysis, and other pertinent geological data. 6. Prepare maps, cross-sections, and geologic displays for management and investor presentations. 7. Compile, interpret and integrate geophysical/geological/ well data for play definition, play fair way analysis, lead identification, prospect generation and prospect ranking. 8. Perform and report geological risk assessments, petroleum resources and reserve calculations. 9. Aid with the preparation of petroleum regulations, guidelines and other relevant tasks assigned by the Director General. 10. Assist Promote the hydrocarbon potential of the Sri Lankan sedimentary basins to the exploration and production companies during bidding rounds and local/ foreign E and P conferences. 11. Assist for petroleum geophysical programs, such as acquisition and processing of Seismic, Magnetic, gravity and EM data. 12. Manage Data rooms for local and foreign E and P and Service companies. 13. Mentor junior team members and ensure their best performance. 14. Perform other related duties as requested by the Director General.
Recruitment Procedure:
Recruitment will be done on the results of a structured interview conducted by a panel appointed by the appointing authority, which is the Board of Directors of the PDASL.

General application submission rules:
i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees. ii. 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. iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.

Accountant (MM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<u>External Candidates (1 or 2 below)</u> 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. AND A minimum of one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. 2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post. AND A minimum of one (01) year post qualifying experience in the relevant field to the post. <u>Internal Candidates (1 or 2 below)</u> 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.
Salary Scale:
MM 1-3 2025 Rs. [96, 650 – 10 x 2480 – 15 x 3450 – 173, 200]
Age Bracket:
Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Other Benefits:
i. Government approved allowances
Job Description:
1. Performs complex accounts reconciliations and associated analysis on Operator's (Oil and Gas Contractor's) financial statements to ensure the accuracy of contractor's cost recovery statement, in compliance with the Petroleum Resources Agreement. 2. Evaluation of all feasibility and financial viability of project proposals forwarded by contractors. 3. Analyzing annual reports and financial statements of contractors to ensure transactions are recorded, documented and supported in accordance with GAAP and IFRS. 4. Preparing and monitoring PDASL annual budgets, annual accounts and cash forecast statements. 5. Preparation and/or review of monthly account reconciliations including variance analyses. 6. Prudent treasury management through liaising with treasury, ministry and other relevant government agencies. 7. Assists in developing accounting policies/procedures for the upstream projects in consultation with relevant stakeholders. 8. Reviews audited upstream petroleum accounts of the Operators/Contractors and ensure regulatory compliance. 9. Partners with the relevant internal divisions in the audit of fiscal recoveries from upstream contracts. 10. 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 of the PDASL.
General application submission rules:
i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees. ii. 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. iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.

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Senior Procurement Officer (MM 1-3)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<u>External Candidates</u> A Bachelor's Degree in Physical Science, Transport and Logistics Management, Management, Public Management, Commerce or any other Degree related to the Post which is recognized by the U.G.C. AND A minimum of one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree.
<u>Internal Candidates</u> Having obtained the qualifications required by the external candidates above.
Salary Scale:
MM 1-3 2025 Rs. [96, 650 – 10 x 2480 – 15 x 3450 – 173, 200]
Age Bracket:
Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.
Other Benefits:
i. Government approved allowances
Job Description:
1. Coordinates and facilitates the procurement requirements of the Authority based on the procurement policy guidelines. 2. Estimates and establishes cost parameters and budgets for purchases. 3. Makes professional decisions in a fast-paced environment. 4. Assists in planning and preparation of tender documents adhering to government procurement guidelines and procedures. 5. Maintains records of purchases, pricing, and other important data. 6. Reviews and analyses all vendors/suppliers, supply, and price options. 7. Develops plans for purchasing equipment, services, and supplies. 8. Ensures that the products and supplies are of high quality.

9. Maintains and updates a list of suppliers (Vendor list and registration process) and their qualifications, delivery times, and potential future development.
10. Carries out periodic controls to ensure that the filing system are properly used and that documents are being regularly filed and are easily accessible.
11. Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached.
12. Develops appropriate physical inventory count procedures.
13. Liaises with relevant stakeholders and provides logistical support in coordinating deliveries of program supplies and in obtaining customs clearance for imported goods.
14. Arranges and facilitates meetings and events related to procurements.
15. Assists in international licensing rounds as requested.
16. Maintains the procurement master file for the organization.
17. Assists in preparing manual of procedures for the HSEQ division.
18. 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 of the PDASL.

General application submission rules:

- i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees.
- ii. 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.
- iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.

Personal Assistant to Director General (JM 1-1)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<u>External Candidates: (1 or 2 below)</u> 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 to the post with five (05) years experience in a field relevant to the post. <u>Internal Candidates</u> Having obtained the qualifications required by the external candidates above.
Salary Scale:
JM 1-1 2025 Rs. [72, 650 - 10 x 1360 - 18 x 2040 - 122, 970]
Age Bracket:
Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.
Job Description:
1. Acts as a first point of contact for Director General (DG) dealing with correspondence and phone calls. 2. 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. 3. Works closely with the Chairman, Director General and Senior Leadership Team through regular correspondence. 4. Arrange meetings and prepare briefing material for the Director General. 5. Provides administrative support in the delivery of assignments and initiatives on behalf of the DG's office as and when required. 6. Ensures all correspondence and relevant materials are produced in a timely and accurate manner.

7. Coordinates, attends and takes minutes for the DG's meetings and any other relevant meetings.
8. Conducts research/ analysis as directed by the DG.
9. Follows up on action points from meetings on behalf of the DG.
10. Provides administrative support to the DG in the follow up and completion of departmental work plans.
11. Typing, compiling and preparing reports, presentations and correspondence.
12. Produces documents, briefing papers, reports and presentations for the DG.
13. Meets and greets visitors at all levels of seniority.
14. 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.
15. Supports all other miscellaneous tasks to ensure that the Director General's office is being run properly adhering to organizational rules and regulations.
16. Perform 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 of the PDASL.

General application submission rules:

- i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees.
- ii. 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.
- iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.

Driver (PL -3 Skilled)

Nature of Appointment:
Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
Qualifications:
<u>External Candidates:</u>
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.
AND
Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving after obtaining the driving license.
<u>Internal Candidates:</u>
Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three-year experience in driving after obtaining the driving license.
AND
Completion of minimum five (05) years satisfactory service in a post in the category of Primary Unskilled (PL 1).
Salary Scale:
PL 3 2025 Rs. [43,280 - 10 x 490 - 10 x 540 - 10 x 590 -12 x 630 - 67, 040]
Age Bracket:
Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.
Other Benefits:
i. Government approved allowances

Job Description:
1. Safely transporting organization staff as well as various products and materials to and from specified locations in a timely manner. 2. Assisting with the loading and offloading of staff luggage products and materials. 3. Keeping the company vehicle always clean and properly maintained by performing regular washing, cleaning, and vehicle maintenance. 4. Ensuring that the company vehicle is always parked in areas that permit parking in order to avoid towing. 5. Maintaining running charts properly. 6. Reporting any accidents, injuries, and vehicle damage to the management.
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.
General application submission rules:
i. Applications should include a covering letter, detailed curriculum vitae, true copies of educational and professional qualifications/experience and details of two professional, non-related referees. ii. 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. iii. Applications not in compliance with the above requirements or sent after the closing date will be rejected.