

Post of Director (Planning) of Grade 1 of Sri Lanka Planning Service of Ministry of Water Supply and Estate Infrastructure Development

Applications are called from suitably qualified officers of Grade 1 of **Sri Lanka Planning Service** to be appointed to the above post. Number of vacancies is **one (01)**

In the absence of applicants of grade 1 of the service/service category, officers of Grade II of the Service/Service category with active and satisfactory service of **Ten (10)** years will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterwards subject to provisions of Public Commission procedural rule 121.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to **Secretary, Ministry of Water Supply and Estate Infrastructure Development** through the head of department on or before **2023 /04 /12**

Late application, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

2.0 . Candidate Profile

2.1 Experience & Professional Qualifications

i. Preferably at least 03 years of experience in

Preparation of all Annual Plans and Reports in a Cabinet Ministry

- **Reviewing proposals submitted from various agencies and parties and obtaining local and foreign funds for such proposals**
- **Coordination, monitoring and reviewing of project related work**

ii. Postgraduate qualification in a **subject area stipulated in the Service Minute of the Sri Lanka Planning Service.**

iii. Proficiency in English

2.2 Strengths

- i. **Improver – Should be a person who looks for better ways of doing things and coming up with new and original ideas**
- ii. **Explainer – Should be a person who can effectively communicate thoughts and ideas in writing and verbally.**
- iii. **Networker – Should be a person who proactively create and maintain positive and professional working relationship with a wide range of people within and outside the organization.**

2.3 Behavioral Competencies

- i. **Ability to Demonstrate and promote communicating with integrity, impartiality and objectivity. Ensure to support varied communication methods which are cost effective and keep up with advances in digital technology.**

- ii. **Ability to Translate strategic priorities into clear outcome-focused objectives. Promote resilience and responsiveness in the organisation.**
- iii **Ability to Provide clarity about the action required to achieve results and address unexpected developments.**

3.0 Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview.

3.1 Marking Scheme

Heading	Maximum Marks	Method of assessment
Seniority Maximum marks will be awarded to the senior most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum Vitae (CV) /Interviews
Experience in the field/s of <ul style="list-style-type: none"> • Preparation of all annual plans and Reports in a Cabinet Ministry • Reviewing proposals submitted from various agencies and parties and obtaining local and foreign funds for such proposals • Coordination, monitoring and reviewing of project related work <p>In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery of the subject of/in the above fields gained through involvement in or exposure to it will be assessed</p> <p>Experience need not to be strictly confined to the field under which the vacant post comes. Wherever possible, the list of fields where an officer may have gained transferable experience. (e.g., An officer who has worked in fields like rural development, small industries development, Social service etc, may have gained experience transferable to regional administration.)</p>	20	
Professional Qualifications\Research & Innovations ► Postgraduate Qualifications in the field of a subject area stipulated in the Service Minute of the Sri Lanka Planning Service. <ul style="list-style-type: none"> a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 4 marks d. Graduate /postgraduate certificate – 2 marks 	10	

<p>► Training in the field of</p> <ul style="list-style-type: none"> • Preparation of Annual Plans and Reports • Reviewing proposals submitted from various agencies and parties and obtaining local and foreign funds for such proposals • Coordination, monitoring and reviewing of project related work <p>a. Of duration of 3 Months or More – 1 Marks b. Of duration of 10 days or more - 0.5 Marks c. Of duration of 3 days or More – 0.2 Marks</p> <p>► Proficiency in English</p> <p>a. Diploma in English obtained from a recognized university or government training institute/ IELTS Academic overall score 6.5 or above, TOEFL – IBT 79 or above, TOEFL – CBT 213 or above, or TOEFL- PBT or above - 2 Marks</p> <p>b. Certificate in English obtained from a recognized university or Government training institute – 1 Mark</p> <p>Marks Will be awarded Only for the highest qualification.</p>		
<p><u>Strengths</u> Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.</p>	10	Interview
<p><u>Behavioral competencies</u> Actions and activities that are needed to be done effectively as specified in section 2.3 above</p>	10	

Note 1. the term “Recognized university” in the above marking scheme means a university recognized by the university Grants Commission of Sri Lanka

Note 2. All Postgraduate Qualifications Indicated in the Marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka and Such Qualifications Obtained from other degree awarding institutes should have the recognition of that commission.

Secretary

Ministry of Water Supply and Estate Infrastructure Development
No. 35, “Lakdiya Medura”,
New Parliament Road, Pelawatta,
Battaramulla.

Date ..21.03.2023.....

Waruna Samaradiwakara
Secretary
Ministry of Water Supply and
Estate Infrastructure Development
No.35, “Lakdiya Medura”, New Parliament
Road, Pelwatta, Battaramulla.

CURRICULUM VITAE

1. Post applying for

2. Particulars about the applicant

- I. Name
- II. National Identity Card No.
- III. Age
- IV. Residential Address
- V. Contact Nos.
- VI. Email
- VII. Grade of the service
- VIII. Date of appointment to the service
- IX. Date of promotion to the present grade of the service
- X. Designation
- XI. Date of appointment to the present post
- XII. Ministry
- XIII. Department

3. Particulars about the service in the present grade

I. No pay/half pay leave

From	To	Total duration (Years/Months/Days)	Purpose

II. Efficiency bars

Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/exemption, if any

III. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order (<i>If still pending, please indicate</i>)	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of Public Service Commission Procedural Rule 186 (ii)

4. Experience

4.1 Past service since date of appointment to the service

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.2 Experience in the relevant subject (**Certified copies of letters of duty assignment must be attached.**)

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained in development planning (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in development planning (Max. 150 words)

5. Professional qualifications (**Certified copies of the certificates must be attached.**)

5.1 Postgraduate qualifications

Postgraduate qualification	Subject	University/Institute	Effective date

5.2 Training

Training	Institute/Organization	duration

5.3 Language competency

Language	Qualification/Institute/Organization	Effective date

I do certify that the above particulars are true and accurate to the best of my knowledge.

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Signature of the applicant

Certificate of the Head of Department*

Option I - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant, that, as at present, no disciplinary action has been contemplated against applicant* and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement.

Option II - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement. I further state that, at present, a preliminary investigation concerning the applicant is in progress/about to be initiated and the nature of allegations against /suspected acts of misconduct of the applicant are as follows.

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* *Strike off the inapplicable statement*

Signature of Head of Department