



CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY (CIDA)



Calling Applications for a Task based assignment

Progress Review, Management and Performance Monitoring of CIDA Service Execution for Human Resource Management

1.0 Background

Construction Industry is one of the most important industries owing to its substantial contribution to the Gross Domestic Product (GDP), creating many avenues for employments supporting income generation of all levels. Thus, the development of the industry will be directly effective in increasing the outputs of the industry and thereby the GDP. With the identification of the requirement, the Construction Industry Development Authority (CIDA) has been established under Construction Industry Development Act No 33 of 2014 for regulation, formalizing and standardizing the activities of the construction industry of Sri Lanka.

Serving the obligations to the Act, CIDA is carrying out mainly stakeholder registrations, dispute resolutions and providing technical standards and guidelines to the industry. The services are highly policy-oriented nature involving strategic planning and development to achieve the national targets. In addition to that CIDA is carrying out continuous professional development programmes (CPD) and continuous competency development (CCD) programmes facilitating the capacity building aspects construction industry.

CIDA divisional structure comprises of approximately 14 management divisions ranging from technical, administrative, finance, legal, Internal Audit, Training, etc. Currently CIDA employment cadre is around 250 in different categories set out for achieving the objectives of CIDA.

The Director General is the highest-level Executive Officer of the institution under the direction and guidance of the Chairman. The Director General is responsible for all the activities, and administrative and financial affairs of the Institute who is under the general direction and control of the Board of Management, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Institute for excelling in official achievements and generation and transfer of technology.

2.0 Objective

The objective of the present task based assignment on Progress Review, Management and Performance Monitoring of CIDA Human Resource and Administration Service Execution, is to hire an individual to assist Director General and CIDA Board of Management, carrying out a systematic evaluation and reporting of the CIDA Human Resource & Administration Division activities for the provision of an efficient service to the construction industry.

3.0 Scope of the Assignment

The scope of the assignment is for each of the major areas including but not limited to the following activities:

- 3.1 Development of performance monitoring criteria and periodically monitor and report to Director General, and Board of Management on performance of Human resource and Administration division.
- 3.2 Development of performance monitoring criteria and periodically monitor and report to Director General, and Board of Management on performance of Human resources of CIDA as per manual of procedure
- 3.3 Development of a system for recording of performance of each employee for references to facilitate decision making of Board of Management from time to time.
- 3.4 Establish a physical and IT based surveillance mechanism to manage the human and other resources of CIDA
- 3.5 Establish a mechanism to monitor and manage the disciplines of the CIDA employees as per the manual of procedure.
- 3.6 Discuss and execute the tasks identified from time to time by the Director General, Chairman, Working Director & Board of Management as related to the assignment
- 3.7 Prepare periodic reports and provide solution alternatives to DG and Board of Management to achieve better human and other resources management of CIDA to fulfill Government aspirations.

3 Qualifications

Bachelor's. Degree which is recognized by the U.G.C. in a related field of expertise

WITH

Diploma obtained after the first degree or a Membership of a relevant professional body acceptable to the Board of Management of CIDA.

AND

Minimum of 15 years of experience in a “Managerial Level” after the Bachelor’s Degree in the relevant field, out of which 07 years of experience should be at “Senior Managerial Level” with proven track record in a Government Department/ Corporation/ Statutory Board/ Institution/ Defense Establishment / or a reputed private institution acceptable to CIDA and after obtaining the first degree.

The applicant must be,

- I. a citizen of Sri Lanka.
- II. Physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. a good team player and having sufficient experience in working with multidisciplinary, technical, administrative and policy making teams
- III. a person with excellent moral character and
- IV. a person excellently conversant in reading, writing & speaking in English

4.0 Duration, Commencement and Payment Terms

- 4.1 Duration - 12 months on a task assignment basis
- 4.2 Commencement – immediately upon selection and delivery of notice to commence by Chairman of Board of Management
- 4.3 Payment for the task is based on the payment in parts for the delivery of periodic outputs.
- 4.4 Final Payment will be on successful completion of the assignment, Quarterly outputs as progress reports must be submitted to the BoM to be qualified for the final payment. Twelve part payments are expected to be paid based on three progress reviews carried out within each quarter.
- 4.5 Each payment will be completion of the part by part delivery to the satisfaction of the Board of Management of CIDA

5.0 Expected fee for the Task Based Assignment

Interested applicants to **submit the expected fee for each part payment** of the task based assignment considering the following.

1. Working place will be CIDA head office at Wijerama Mawatha, Colombo-07. Working facilities including several support staff will be provided.
2. Transport facilities will be provided from home to office and back. Applicant is expected to reside within reasonable distance from head office. In case self-transport is available, transport allowance may be paid with the approval of the Board of Management
3. Reimbursement of Telephone bills to the maximum limit of Rs 9,000.00 is allowed as per the approval of the Board of Management.

6.0 Terms and conditions

1. The task assignment period is for one year.
2. The applicant must report and work at CIDA head office and other branches depending on the necessity. The assignment must be carried out by reporting to work on a daily basis and from 8.30 a.m to 4.15 pm each week day.
3. All information that will be revealed during the task based assignment must be kept confidential.
4. All work carried out for this task remains a property of CIDA and must not be disclosed to any other person or organization without written permission of the Chairman of the CIDA.

Any other details shall be obtained from the Acting Director General over the phone 071-8080318.

The applications along with the certified copies of Educational, Professional and Experience Certificates should be forwarded by both, Registered post and E-mail (**ch@cida.gov.lk**) to reach to the Chairman of CIDA **prior to or before 2 weeks from the date of advertisement**. The task applied should be indicated on the top left corner of the envelope/title of the email.

Details about CIDA are in the website **www.cida.gov.lk**

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

Chairman,
Construction Industry Development Authority
123, "Savsiripaya", Wijerama Mawatha,
Colombo 07
Telephone -0112699646

Date : 28 – 07 - 2021