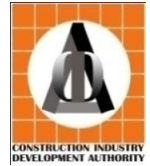




C I D A



SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR GENERAL IN THE EMPLOYEE CATEGORY OF "SENIOR MANAGER"

File No : 1/4/1/1/ 77

MSD File No : DMS / 1520 / V - II

01. Employee Category:

SENIOR MANAGER

02. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Director General (C.E.O) is the highest level Executive Officer of the institution.

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.

(b) Posts falling within this service category: Director General

(c) Job Description

1. Overall administrative and financial control of the institute.
2. Develop and direct overall institute objectives, programs, projects, policies, organization, personnel, plans, budgets, controls and performance, reviews, these areas with department managers and modify as necessary approves budgets, interpret and explain objectives to managers and employees.
3. Formulate plans and direct activities to enhance production with a view to increase revenue.
4. Advice the Board on policy matters.
5. Plan and monitor progress of the Annual Implantation Plan, Action Plan based on the Corporate Plan.
6. Develops and administers Institute polices governing the manner in which its business will be conducted, within the board framework of policy which may be selected by the Chairman / Board of Management.
7. Ensure that all staff are effectively employed and adequately trained to perform responsibilities and operational tasks in an ethical and responsible manner.

8. Ensure that the CIDA meets all its legal requirements, including those relating to Labour Laws, Occupational Health and Safety.
9. Ensure acquisition, maintenance and sufficient utilization of the company's physical assets.
10. Ensure optimum utilization of CIDA Fund and other financial assets to achieve organizational goals.
11. Ensure organization adhere to guideline provided by the ministry and the treasury.
12. Authorize all legal documents.
13. Maintain highest ethical standard, integrity, equality and transparency in all internal and external dealing.
14. Represent the company at industry associations, internal forum and professional bodies as well as International forums in a way beneficial to CIDA
15. Networking with relevant / counterpart organizations to collect good practices.
16. Directs and generally supervises all of the Institute's activities. Establishes harmonious working relationship.
17. Attend Board meetings of other Institutions relevant.
18. Attend to work connected with International Agencies.
19. Any other duties assigned by the Chairman, Vice Chairman cum working Director / Board of Management.

(d) Nature of Appointment:

Permanent with entitlement to Employee's Provident fund (EPF) and Employee's Trust Fund (ETF).

03. Salary Scale

3.1 Salary Code and the Monthly Salary Scale of the employee category.
w.e.f. 01.01.2016

HM 2-1 Rs. [91,645/- 12 x 2,700/- 125,420/-]

However till 1st of January 2020 remunerations for all the recruitment and promotion should be in line with the schedule II of the MSD Circular No 02 / 2016.

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 Cadre: 01

04. Recruitment to the Post of Director General

4.1 Qualifications:

External:

B.Sc. Degree in Engineering / Architecture / Quantity Surveying which is recognized by the U.G.C.

WITH

Masters Degree in relevant field or Corporate Membership of a relevant professional body recognized by the Institute of Engineers of Sri Lanka (IESL) / Institute of Architects of Sri Lanka (SLIA) / Institute of Quantity Surveyors of Sri Lanka (IQSSL).

AND

Minimum of 20 years of experience in all the border areas of major construction activities at a “Managerial Level” after the Bachelor’s Degree in the relevant field out of which 05 years of experience should be at “Senior Managerial Level” with proven track record in a Corporation, Statutory Board / Institution or a reputed Mercantile Establishment acceptable to CIDA after obtaining the first degree.

Internal:

B.Sc. Degree in Engineering / Architecture / Quantity Surveying which is recognized by the U.G.C. with Masters Degree in relevant field **or** Corporate Membership of a relevant professional body recognized by the Institute of Engineers Sri Lanka (IESL) / Institute of Architect of Sri Lanka (SLIA) / Institute of Quantity Survey of Sri Lanka (IQSSL).

WITH

- (a) A Minimum of 07 years of experience as a Director in the senior manager (HM) category in the subject area relevant to the post.

AND

- (b) A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

4.2 Age:

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 and candidates of the Public / Corporate Sector.

4.3 Other:

Every applicant,

- I. Should be a citizen of Sri Lanka.
- II. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- III. Should be of excellent moral character.

4.4. Recruitment Procedure:

As determined by the appointing authority recruitments will be done after calling applications through a public advertisement or Newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

- i. All recruitments to this category should be strictly in compliance with the provision of this Scheme of Recruitment.
- ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

4.5 Structured Interview:

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional educational /professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks
		<hr/>
		100 Marks
		<hr/> <hr/>

Appointments will be made purely in the order of merit at the interview.

4.6 Date of Qualifying:

The applicant can be treated as qualified only if he / she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

4.7 Confirmation:

An external candidate appointed to this category will be on probation for a period of three years. He / She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

4.8 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

05. Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)

- 5.1** The employees who is in the cadre of CIDA in the employee category of Senior Manager on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded HM 2-1 under MSD Circular No. 30 will be absorbed into Senior Manager Category and the HM 2-1 salary scale in terms of the provisions in Clause 4 of Chapter VII of the Government Establishment Code.
- 5.2** However, the date of increment applicable to the respective employee shall remain as it was before the absorption. Likewise, on the grounds that the salary step the respective employee is drawing currently is similar to the new salary step, he / she should not be placed on the next higher salary step in terms of Clause 4.4 of Chapter VII of the Government Establishment Code.
- 5.3** The period of service will have to be counted with effect from the date of appointment to the respective category.

06. Appointing authority will be the Board of Management of CIDA.

07. Definition:

- 7.1** For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.
- 7.2** "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

CIDA

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF “SENIOR MANAGER”

File No: 1/4/1/1/ 77

MSD File No: DMS / 1520 / V - II

01. Employee Category:

SENIOR MANAGER

02. (a) Broad definition of the nature of functions assigned to the employees of the Category:

Management Functions, relating to the functions conferred upon the Organization specifically assigned to the post, by the Board of Management of the organization, to facilitate / support the role of the Chief Executive Officer.

Assist the Director General and Board of Management in the process of policy making and implementation.

(b) Posts falling within this service category:

- i. Director (HR & Administration)

(c) Job Description

General

i. Director (HR & Administration)

1. Develop the policy regarding Human Resources planning, Recruitment and Selection for the determination of appropriate man power strength of the organization to meet its needs.
2. Implement an effective Recruitment and Selection policy to assure that the quality staff is available in required numbers at the appropriate time to meet the man power demands of the organization.
3. Formulate policy relating to the Employee Performance Management process in respect of all categories of staff to assess, improve and develop the performance of the employees and thereby enhance their contribution to achieve corporate objectives.
4. Develop policy relating to the employee career progression and succession plan.

5. Ensure to attract, retain and develop employee talents and also to implement appropriate and effective initiatives to unleash the potential of each and every employee of the organization.
6. Formulate and implement appropriate Reward Management policy & Strategies covering financial as well as non financial strategies to motivate employees for higher levels of performance.
7. Based on organizational and individual Training and Development needs to prepare and implement an Employee Training and Development policy and processes (T & D Plan) covering all grades of employees thus ensuring their optimum development to meet current and emerging organizational needs, thus establishing a “Learning Culture” in the organization.
8. Develop & Established Employee Relations policies in a productive manner and implementation of appropriate HR initiatives and thereby establishing a congenial work environment in which individual employee as well as the teams make dynamic contribution towards the progress of the organization.
9. Formulate a policy on Industrial Relations to establish a harmonious labour management relationship based on an understanding and trust in which employees optimize their contribution to the organizational process in a conducive work environment.
10. Continuously exploring the current and emerging needs of Employee Welfare, Safety and Health and to formulate a policy and implement initiatives to ensure highest level of Employee Welfare, Safety and Health.
11. Establish a sound integrated Human Resource Information System to meet the existing and future requirements of the HR function.
12. Consistently study and research the needs of the organization in a changing environment and identify and implement appropriate HR initiatives to meet current and emerging demands and manage changes in an effective manner.
13. Proactively look in to the current and emerging needs and challenges of the organization in a highly competitive business environment and suggest and implement HR Policies and Practices to manage these changes for sustainable growth of the business entity.
14. Present the Annual Reports to the Parliament with required copies
15. Establish and implement short-term and long-term departmental Goals, Objectives, Policies and operational procedures.
16. Develop & implement policy relating to the all general administration

activities.

17. Develop the policy relating to the effective internal resource handling.
18. Evaluate and recommend human and other resources outsourcing opportunities and identify potential sources.
19. Develop and manage annual budget of the Division and prepare periodic reports.
20. Liaise and coordinate with other divisions in resolving their divisional and organizational matters.
21. Liaise and coordinate with the Ministry and other external institutions on institutional matters relevant to the HR and Administration.
22. Assist the Chairman / Director General on matters relevant to the HR & Administration.
23. Undertake any other tasks assigned by Chairman, Vice Chairman cum Working Director and Director General falling within the board purview of the Division.

(d) Nature of Appointment:

Permanent with entitlement to Employee's Provident Fund and Employee's Trust Fund (ETF).

03.Salary Scale

3.1 Salary Code and the Monthly Salary Scale of the employee category.

w.e.f. 01.01.2016

HM 1-3 Rs. [86,865/- 15 x 2,270/- 120,915/-]

However till 1st of January 2020 remunerations for all the recruitment and promotion should be in line with the schedule II of the MSD Circular No 02 / 2016.

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 Cadre:

Director (HR & Administration) - 01 Post

04. Recruitment to Senior Manager Category

4.1 Qualifications:

4.1.1 Director (HR & Administration)

External Candidates

A Bachelor's Degree which is recognized by the U.G.C.

WITH

Masters Degree in Human Resource Management / Public Management / Business Administration / General Management or Corporate Membership of a professional body in the relevant field.

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board / Government Institution after the 1st Degree.

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 -1 in the subject area relevant to the post.

4.2 Age:

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 and candidates of the Public / Corporate Sector.

4.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.4. Recruitment Procedure:

As determined by the Appointing Authority recruitments will be done by one of the following alternatives after calling for applications through a public advertisement or Newspaper advertisement.

- (a) Recruitment of external candidates through a structured interview conducted by a panel appointed by the appointing authority.
- (b) Recruitment of internal candidates through a structured interview conducted by a panel appointed by the appointing authority.
 - i. All recruitments to this category should be strictly in compliance with the provision of this Scheme of Recruitment.
 - ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
 - iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

Structured Interview:

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional educational / professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks
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		100 Marks
		<hr/> <hr/>

Appointments will be made purely in the order of merit at the interview.

4.5 Qualifying date:

The applicant can be treated as qualified only if he / she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

4.6 Confirmation

An employee appointed to this category externally will be on probation for a period of three years. He / She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

4.7 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The

salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

05. Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)

5.1 All employees who are in CIDA service on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded HM 1-3 under MSD Circular No. 30 will be absorbed into Senior Manager Category and the HM 1-3 salary scale in terms of the provisions in Clause 4 of Chapter VII of the Government Establishment Code.

5.2 However, the date of increment applicable to the respective employee shall remain as it was before the absorption. Likewise, on the grounds that the salary step the respective employee is drawing currently is similar to the new salary step, he / she should not be placed on the next higher salary step in terms of Clause 4.4 of Chapter VII of the Government Establishment Code.

5.3 The period of service will have to be counted with effect from the date of appointment to the respective category.

06. Appointing authority will be the Board of Management of the CIDA.

07. Definition:

7.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

7.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.