



## PARLIAMENT OF SRI LANKA

### Vacancy

Applications are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Director (Communication) on the Staff of the Secretary General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **24<sup>th</sup> January, 2025**. The post applied for should be indicated on the top left hand corner of the envelope. (This information is available on the website: [www.parliament.lk](http://www.parliament.lk))

**Note:** The post applied for must be mentioned at the top of the application.

1. **Salary Scale** - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 67,485 - 4 x 1,630 / 8 x 2,170 – Rs.91,365. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 142,000)
2. **Age Limit** – 35 to 55 years of age as at the closing date of the application  
(The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service)
3. **Educational Qualifications and Experience** –
  - a) A Master’s Degree in Mass Communication or Marketing from a University or a degree awarding institution recognized by the University Grants Commission;  

and

Minimum of five years of professional experience in Marketing/ Outreach/ Visitor and Communication Leadership roles  

or
  - b) Bachelor’s Degree in Business Management /Marketing/ Business Administration/ Marketing Management (Special)/ Arts (Communication, Mass Communication, Public Relations and Media Management, Communication & Creative Arts and Sociology as a subject)/ Hospitality and Leisure Management/ Journalism from a University or a degree awarding institution recognized by the University Grants Commission;  

and

Ten years of professional experience in Marketing/ Outreach/ Visitor and Communication Leadership roles  

or

- c) Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting; and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for Sinhala/ Tamil and a Pass for English and Mathematics in not more than two sittings;

and

Twenty years of professional experience in Marketing/ Outreach/ Visitor and Communication Leadership roles.

**4. Method of Recruitment** - Through a structural interview.

Marks will be given at the interview considering the following criteria.

<b>Serial No.</b>	<b>Criteria</b>
1	Additional Education and Professional qualifications
2	Experience and knowledge in Digital Media
3	Language and Communication skills
4	Human Resource Management and Administrative skills
5	Performance at the interview

**5. Other benefits** – Official Vehicle with a driver

**6. Terms and Conditions of Service**

- (i.) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If an internal candidate or a person who has been confirmed in a permanent post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year. If a candidate is aged between 45 and 55 years, and currently not confirmed in public sector or provincial civil service is selected, the appointment will be on contract basis for a period of two years, with the possibility of being extended.
- (ii.) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iii.) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv.) Selected candidates will be subject to a medical examination.
- (v.) A Security Clearance Report with respect to the selected candidates will be obtained prior to his / her appointment.

7. Applicants should attach the copies (NOT ORIGINALS) of the following certificates to their applications. Originals of the certificates should be produced when called upon to do so.
  - (a) Birth Certificate
  - (b) Certificates of Educational Qualifications
  - (c) Certificates of Professional Qualifications
  - (d) Certificates of Experience
8. Applicants serving in the Public/ Provincial Public Service/Public Cooperation/ Statutory Boards and internal candidates should send their applications through relevant Heads of Departments / Institutions.
9. Canvassing in any form will be a disqualification.
10. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.
11. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments/Institutions will be rejected. Applications sent through Heads of Departments/Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

Secretary-General of Parliament

Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte.  
31 December 2024