



Ministry of Defence

Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)

VACANCIES

Applications are invited from Sri Lankan citizens for the position of Management Assistant at the Project Management Unit (PMU) of the Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP). This project is funded by the Asian Infrastructure Investment Bank (AIIB) and the Government of Sri Lanka (GoSL), with a project value of US\$ 101.3 million. The Ministry of Defence serves as the executing agency, while the National Building Research Organisation (NBRO), operating under the Ministry of Defence, is the implementing agency. The project aims to mitigate landslide risks at 163 identified locations across the districts of Badulla, Kandy, Matale, Kegalle, Ratnapura, Nuwara Eliya, Kalutara, Colombo, Matara, and Kurunegala, as well as unstable areas along railway tracks. Phase I successfully mitigated critical landslide-prone sites, and Phase II is now addressing the remaining sites.

Management Assistant (Non-Tech /Tech) - 02 Posts

Qualifications & Experience

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala / Tamil /English & Mathematics
- Having passed three subjects at the G.C.E. (A/L) examination.
- Completed a course in Word Processing (MS word)/ Type Setting recognized by the territory and Vocational Education Commission (TVEC) or obtained similar/higher proficiencies will be considered as an additional Qualification.
- Should have a minimum of two (02) years of work experience in the relevant field. Experience in office routines and foreign-funded projects would be an added advantage.

Salary: The applicable salary scales will be in accordance with Management Services Department Circular No. 01/2025 (MA 1-2 - 2025- Grade III, MA 2-1 - 2025 - Grade III) dated 25.03.2025. Applicants currently employed in the Public Service will be remunerated in accordance with the provisions outlined in Clause 3.2.3 of Management Services Department Circular No. 01/2019 dated 15.03.2019.

Age: The applicant should not be less than 64 years of age as of the application closing date.

Other Benefits:

- * Cost of Living allowance.
- * Entitlement to 12% EPF and 3% ETF contribution by the Organisation.
- * Any other allowances approved by the Management Services Department Circular (MSD) 01/2025

Recruitment Procedure: Through a structured interview

Applications, including a detailed Bio-data and copies of relevant educational and experience certificates, should be sent by registered post or hand-delivered to reach the Project Director, Project Management Unit, Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP), c/o National Building Research Organisation, 99/1, Jawatta Road, Colombo 5, on or before **26.06.2025**.

Applications from employees in Government Departments, Corporations, Statutory Boards, Institutions should be forwarded through their respective Heads of institutions. Please mark the post applied for on the top left-hand corner of the envelope.

Project Director

Project Management Unit

Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)

c/o National Building Research Organisation,

99/1, Jawatta Road,

Colombo 5.