

MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION
(SLIDA)
VACANCY



Post of Management Assistant
(*Secondment Basis*)

SLIDA is the premier public sector training institute in Sri Lanka dedicated to developing the management and leadership capacity of the public sector executives through education and training, management consultancies and research.

We are looking for suitable Public Officers to serve in the position of Management Assistants in SLIDA on Secondment basis.

Position	Required Qualifications
Management Assistant	A Management Service Officer confirmed in the post. (Grade I, II or III)

Note: - Preference will be given for candidates who could work in three languages.

- Interested candidates may submit their applications with the Curriculum Vitae through their Heads of Organizations to the “Director General, Sri Lanka Institute of Development Administration, 28/10, Malalasekara Mawatha, Colombo-07” under registered cover to reach on or before **24.04.2026**.
- The post applied for should be mentioned on top left hand corner of the envelope.
- The application form can be downloaded from the SLIDA website.
(www.slida.lk)

Benefits and Perks

- Secondment allowance
- Health insurance
- Incentives
- Staff welfare
- Extra payment for additional work attended
- Training opportunities for professional development

Director General
Sri Lanka Institute of Development Administration
28/10 Malalasekara Mawatha
Colombo 07
Tele: 94 11 5980200
Fax : 94 11 2584406
E-mail : mail@slida.lk

Sample Application form

Application No:.....
(Office Use Only)

MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION



Applied for

➤ Personal Details

01. Full Name :

02. Date of Birth : 03. ID No. :
DD MM YYYY

04. Permanent Address:

05. Official Address :

06. Date of appointment to the all island services:
DD MM YYYY

07. Current Designation and Grade :

08. E- mail address: 09. Contact No: Mobile
Residence

➤ Educational Qualifications

Degree	Graduated Year	Name of the University
01. Name of the basic Degree With field		
02. Master's Degree		

➤ **Professional Qualification**

01.

02.

03.

04.

➤ **Other Qualifications relevant to the post**

01.

02.

I hereby declare that the above furnished information is correct to the best of my knowledge and bear the responsibility for the correctness. If any of above found false at any stage even after appointment to the post I agree with any type of disciplinary action against me by the authority.

Date

Applicant

Certification of Head of Department/Institution

I recommended and forward the application of Mr. / Mrs. / Miss.....
holding the post ofin this department/institution.
I certify that he / she has been confirmed in this post and his / her work and conduct are satisfactory and that he/ she has not been subjected to any disciplinary action or there is no intention to make such inquiry.

He/ she can be released on secondment basis from the service if selected for this position within three (03) months.

Date

.....
Signature of head of Department/ Institution
(Official Stamp)