



Vacancies Disaster Management Centre

Applications are invited from eligible Sri Lankan citizens to fill the vacancies in the position listed below.

Director (Awareness) – HM-1-1 - 01 Post

a. **Qualifications for recruitment of external candidates:**

Educational Qualifications:

Should have obtained a first degree in Arts or Commerce or Science stream from a University recognized by the University Grants Commission with MSc / MA degree in the relevant field.

And

Experience:

Should have obtained at least fifteen (15) years experience in the relevant fields in Paragraph “C” below in a Management level post equivalent to “(MM 1-1)” post and a very good service record in Government, Government Corporation, Board, Statutory Body or reputed private institution.

b. **Qualifications for Recruitment of internal Candidates:**

Should have fulfilled the above qualifications for external candidates relevant to the post.

or

should have a satisfactory service period of five (05) years in a Grade I post in the Management Service Category (MM 1-1) at the Disaster Management Centre.

c. **Duties Assigned to the Post:**

- (1) Strategic planning for implementing programmes for the Division keeping in line with corporate plan and Road Map.
- (2) Promote and increase public awareness on Disaster Management and Disaster Risk Reduction among schoolchildren, academic institutes, government officials and general public.
- (3) Promote awareness and train university graduates through integration of DRR in university curriculum.
- (4) Raise awareness on School Safety programme through Ministry of Education.
- (5) Promote awareness on Disaster Management / Disaster Risk Reduction among

- professional groups through training and short courses.
- (6) Train official in government / private institutions and increase the disaster management capacity of public institutions by supplying training equipment.
 - (7) Integrate Disaster Management in continuing education.
 - (8) Coordinate National Disaster Management Council Meeting.
 - (9) Conduct training programmes for internal staff members of Colombo and outstations to enhance the knowledge on Disaster Management and Disaster Mitigation.
 - (10) Represent Disaster Management Centre at key national and international forum as and when required.
 - (11) Develop annual budget, project planning and monitor physical and financial progress.
 - (12) Supervise the activities of the staff and maintain a working environment in order to deliver the expected output.
 - (13) In addition to that, the duties delegated from time to time by the Director General of the Disaster Management Center pertaining to the position.

d. Salary Scale:

Payment of salaries will be done based on the Management Services Circular No 2/2016.

HM 1-1 - 2016- Rs. .81,670-15x2,270-115,720.00. Cost of living allowance, professional allowance and other allowances paid by the government from time to time.

Other Facilities:

Official vehicle/ transport allowance and fuel allowance as per the Public Enterprises Department circular PED 01/2015 dated 25.05.2015 and communication facilities as per the Public Enterprises Department circular no. 02/2022 dated 18.01.2022.

e. Age :

Should not be less than 35 years and not more than 50 years. Maximum age limit is not relevant for the internal candidates.

f. Nature of Appointment:

Permanent and entitled to the Employees Provident Fund and Employees Trust Fund

If selected from external candidates they are appointed subject to a probation period of three

(03) years.

If selected from internal candidates, will be subjected to an acting period of one year.

g. Other Requirements:

- Every Candidate,
- (1) should be a citizen of Sri Lanka.
 - (2) should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
 - (3) should have an excellent moral character.

h. Method of Applying:

Application is published in www.dmc.gov.lk web site and applications prepared as per the specimen there in should be sent by registered post addressed to “Director General, Disaster Management Centre, No. 120/2, Vidya Mawatha, Colombo 07” to receive on or before 07.01.2023. The post “Director (Awareness)” should be clearly mentioned on the top left hand corner of the envelope containing the application and whether the candidate is an internal candidate or an external candidate should be clearly mentioned in the application.

Applicants applied as internal candidates are not eligible to apply again as external candidates.

It is mandatory that the applicant should submit the copies of all educational certificates, professional certificates, service certificates and a copy each of Certificate of Birth and National Identity Card. Disaster Management Centre will not be responsible for any application lost or delayed in post.

Applicants already in the public / provincial public service or state institutions should direct their applications through the heads of respective institutions, the applications that are not routed as above, and the late application will be rejected.

Important:

This advertisement is published in the www.dmc.gov.lk web site.

**Director General
Disaster Management Centre**