

VACANCIES



NATIONAL WATER SUPPLY & DRAINAGE BOARD (Ministry of Water Supply)

POSTS OF PERSONAL SECRETARY – CL.II & LAND OFFICER – CL.III

National Water Supply & Drainage Board (NWS&DB) is the leading government agency responsible for provision of Water Supply and Sewerage facilities to the people of Sri Lanka. The Board presently provides piped water to about 08 million people through more than 2 million service connections. It is a prestigious Organization having a large number of Professionals. Activities of the Board are being expanded to achieve the government's objective of piped water coverage up to 75% and safe water coverage up to 100% in Sri Lanka by the year 2024.

Applications are hereby invited from Citizens of Sri Lanka for vacancies existing in the above-mentioned posts. The applicants should possess the following qualifications and experience.

01. Personal Secretary - Cl. II

Qualifications & Experience

Examination of Chartered Secretaries of Institute of Chartered Secretaries' and Administrators – UK or equivalent qualifications*

OR

Diploma in Secretarial practice with 10 years experience as a Personal Secretary

Typing speed - 45 wpm

Shorthand speed - 90 wpm

Salary Code : JM 1-2

Salary Scale : Rs. 83,763 – 15x1,725 – 109,638/= p.m. plus cost of living allowance & other allowances.

Board Grade : VII

Criterion of Selection : Written Test & Interview

02. Land Officer - Cl. III

Qualifications & Experience :

10 years experience in land acquisitions and related functions in a public sector organization

Preferably Clerk – Cl.I in Government Clerical Service.

Salary Code : JM 1-2

Salary Scale : Rs.70,946 – 15 x 1,248 – 89,666/= p.m. plus cost of living allowance & other allowances.

Board Grade : VIII

Criterion of Selection : Interview

Fringe Benefits : * Annual Bonus Payment & Productivity Allowance.
* Encashment of un-availed medical leave.
* Medical reimbursement scheme.
* Vehicle loans / Housing loans through the Government Banks
* Distress loans on concessionary terms.

Age Limit : Not more than 45 years of age on the closing date of applications. This age limit will not apply to the candidates in the Government Sector Organizations. Their applications should be forwarded through the respective Heads of their Institutions.

Applications with complete Bio-Data along with copies of all relevant testimonials should be forwarded under registered post to reach the Additional General Manager (Human Resources Management), National Water Supply & Drainage Board, Galle Road, Ratmalana on or before 09th November, 2020. The post applied for should be marked on the top left hand corner of the envelope. The applications which are not attached the relevant certificates will be rejected. An additional copy of the application should be sent by e-mail to vacancies@waterboard.lk. Post of "Personal Secretary – Cl. II" or "Land Officer – Cl. III" should be mentioned in the "subject" line.

General Manager

**National Water Supply & Drainage Board,
Galle Road,
Ratmalana.**