

Acknowledgements

Department of Manpower and Employment caters to the drastically changes of information providing mechanism to strengthen the decision making process of stakeholders through crucially acknowledged paradigm of labour market by studying and disseminating the information about the available job opportunities in construction industry in Sri Lanka. At the process of making the profile many officials were being with success.

We sincerely thank to all the selected eight construction companies who supported by providing most valuable data and information successfully.

We are highly indebted to Mr. H.G.G.J. Dharmasena, Director General, Department of Manpower and Employment for valuable and constructive guidance and encouragement to maintain our progress in track to completion of the project successfully.

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As well, we would like to acknowledge with much appreciation the crucial role of Ms. Oshani Diyunuge, Assistant Director, Labour Market Information Unit for continuous guidance and salutary supervision throughout research to make this effort success.

Our special thanks are also extended to the **Eng. Dhammika Gunawardena**, Director - Industrial Training of Construction Industry Development Authority (CIDA) (Former ICTAD) for constructive suggestions, technical guidance and supervision of editing the report of this attempt.

Our sincere thank to Board of Investment who providing information on Multi National Construction Companies for cognizance of international share in local construction related activities.

We would like to thanks to our research team of the Division who join with the survey in collecting data, team spirit for keeping up the momentum and time schedule of the study.

Finally, we believe this affluence would be a resultant of collective attempts and it would be beneficial for all stake holders of national as well international sodality vested with the field.

**Our Special
Gratitude to;**

**Access Projects
(Pvt) Ltd**
No 40, Park Lane,
Rajagiriya

**Access Engineering
PLC**
278, Access Tower,
Union Place, Colombo 02.

**Edward & Christie
(Pvt) Ltd**
64/10, Nawala Rd,
Nugegoda

**Hi- Tec Engineering
(Pvt) Ltd**
109/11, Gothami Rd,
Colombo 08

**Maga Engineering
(Pvt) Ltd**
200, Nawala Rd,
Narahenpita, Colombo

**Sathuta Builders
(Pvt) Ltd**
71, Negambo Rd,
Kurunegala 05

Soil Tech (Pvt) Ltd
No 352, Rajagiriya Rd,
Rajagiriya 05

**Tudawe Brothers
(Pvt) Ltd**
505/2, Elvitigala Mw,
Colombo 05

Introduction

Construction is a complex and technology oriented industry that plays a major role in local as well the global economical context due to it's adaptability feature with the modernization. Sri Lankan construction industry significantly focused on housing, industrial and physical infrastructures including Buildings, Highways, Bridges, Water Supply and Drainages, Irrigation and Land Drainages, Dredging & Reclamations and other construction sectors. This performance depends on the activities of private, public, semi- government, international organizations and informal sector collective collaboration.

The construction industry is known as the most emerging employment field in Sri Lanka with the highest number of employment opportunities annually generating to the Sri Lankan labor market. In 2013 it has contributed for more than 10% of the total labor demand. (LMI Bulletin, 2013)

The workers engaged in the construction field are benefitted with favorable remuneration and also they have enough opportunity to be promoted in their career path with the experience and the professional / vocational qualifications they achieved.

In an average about 185,000 school leavers are joining to the labor force annually and they ought to be given a proper career guidance to choose their ideal job. Accordingly this reference is complied with the objection of making them awarded about the job opportunities available in the construction field.

We expect that our effort will be useful for the future employees of construction industry to develop their competencies.

**PROFESSIONAL
AND
MANAGERIAL
LEVEL**

GENERAL MANAGER - CONSTRUCTION

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering or Equivalent degree, recognized by the UGC of Sri Lanka

MSc (Project Management) or Equivalent degree, recognized by the UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

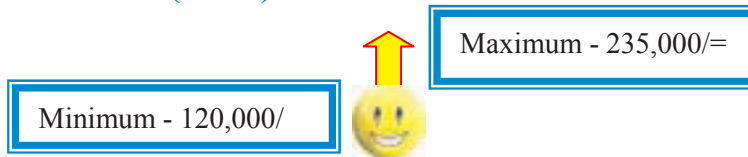
Φ Required Experience

Project Management – 15Years

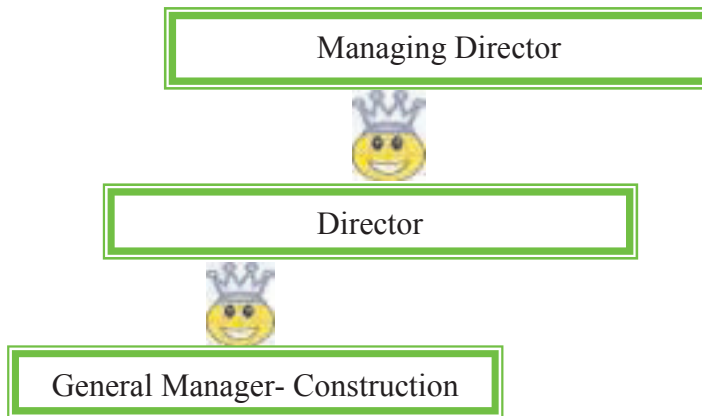
Φ Working Hours

08 Hours

Φ **Remuneration (LKR)**



Φ **Career Pathway**



Φ **Level of Position**

High Level

Φ **Duties and Responsibilities**

- Review project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project
- Establishing work plan and staffing for each phase of project, and arranging recruitment or assignment of project personnel
- Conferring with project staff to outline work plan and to assign duties, responsibilities, and scope of authority
- Directing and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget
- Reviews status reports prepared by project personnel and modifies schedules or plans as required. Preparing project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems
- Coordinating project activities with activities of government regulatory or other governmental agencies

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

DEPUTY GENERAL MANAGER - CONSTRUCTION

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



PROFESSIONAL AND MANAGERIAL
LEVEL

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering

MSc (Project Management)

or Equivalent degree, recognized by the
UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

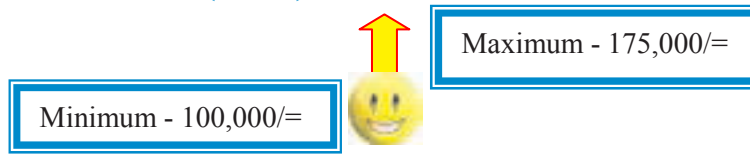
Project Management – 10 Years

Φ Working Hours

08 Hours

DEPUTY GENERAL MANAGER - CONSTRUCTION

Φ Remuneration (LKR)



Φ Career Pathway



Φ Level of Position

High Level

Φ Duties and Responsibilities

- Build a knowledge base of each client’s business, organization and objectives
- Improve the company's market share of business
- Overall leadership and mentoring of the marketing and order execution teams in bringing in new business and meeting commitments in terms of Quality, Delivery and value for the price paid by the customer
- Resource Planning by way of manpower, plant and machineries, finance etc
- Planning / Procurement of materials and subcontracting of works
- Accurate forecast of revenue, profitability, margins and utilization
- Ensure project legal documents are complete, signed and in conformity with requisite norms

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - HUMAN RESOURCE

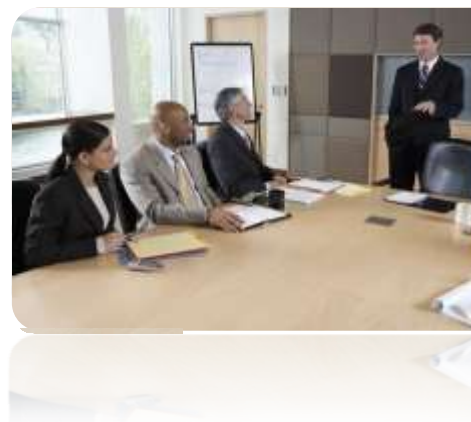
Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



PROFESSIONAL AND MANAGERIAL
LEVEL

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

BSc (HRM) } or equivalent degree, recognized by the UGC of Sri Lanka
MSc (HRM)

Professional Qualification - Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Human Resource Manager - 03 Years

Φ Working Hours

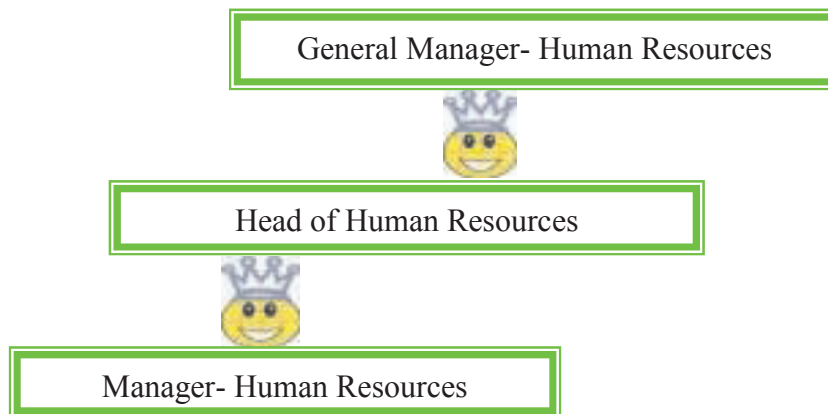
08 Hours

MANAGER – HUMAN RESOURCE

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

High Level

Φ Duties and Responsibilities

- Screening resumes and applications
- Providing employee supervision and evaluations
- Creating & maintain personal files for staff
- Training and re-training employees
- Record keeping of employee personal benefits such as remuneration, leave entitlements, end of service, health and medical insurance etc.
- Liaising with relevant department to ensure all administrative work related to government and legal aspects of employment such as visa renewals, entry/exit permits etc. is completed as required
- Overseeing the human resources department staff and handling all issues involving employee complaints or questions
- Managing office health, safety and mental health and well-being issues
- Handling conflict & disciplinary situations
- Working with finance department in processing attendance and payroll for employees
- Maintaining existing exclusive partnership with recruitment company
- Improving nationals in the workforce of the company

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER – QMS & PROCESS COMPLIANCE

Φ Gender Preference

Males only

Φ Age Limit

Upper Limit - 55

Lower Limit - 45



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce/ Arts

Secondary

BSc (Civil) Eng or Equivalent degree, recognized by the UGC of Sri Lanka
Quality Management System – Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

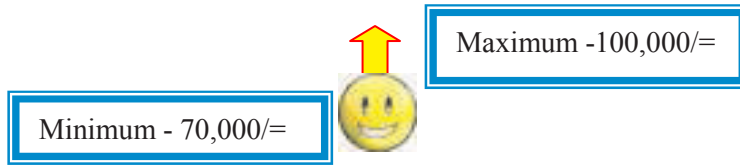
Φ Required Experience

Quality Management – 10 Years

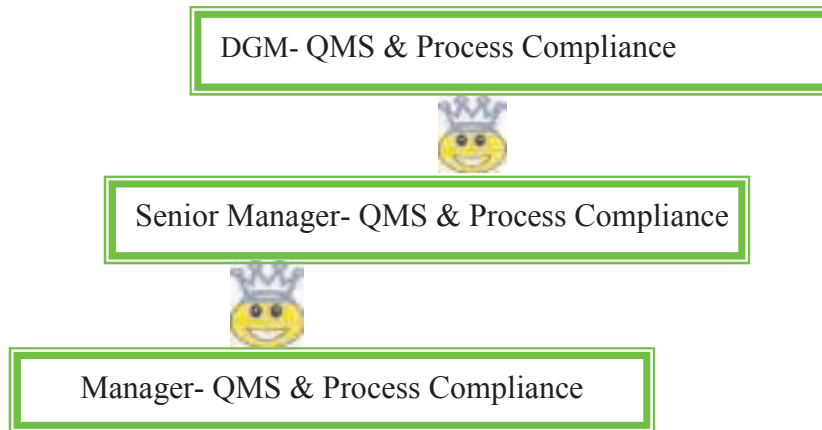
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

High Level

Φ Duties and Responsibilities

- Co-ordinate with the various sections to ensure awareness and understanding of the Quality Management System
- Review the Quality management system periodically to assess continued suitability and areas of possible improvement
- Plan and co-ordinate Quality internal audits as required
- Maintain electronic database of work flows and procedures
- Plan and co-ordinate gap analysis exercises and provide advice on bridging the gap
- Supervise and direct Quality section staff reporting to this position and ensure the timely and accurate completion of quality projects and tasks
- Ensure that the procedures and processes prescribed by the Quality management system are in place and implemented

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

PROJECT MANAGER

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit -55

Lower Limit -30



Φ Required Educational and Professional Qualifications

Secondary

BSc (Engineering), Architecture with MSc or relevant field and Master/ Diploma in the or relevant field and Master/ Diploma in the relevant field.

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

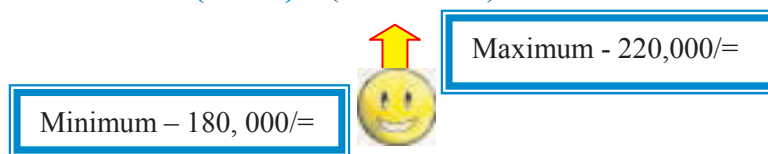
Φ Required Experience

BSc (Engineering, Science, Law, Economics, Commerce, Agriculture, Management, Accounting – 10 years experience which 3 years should be in senior managerial level relevant field and Master/ Diploma- Minimum of 8 years post qualification experience in the managerial level.

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

High Level

Φ Duties and Responsibilities

- Monitoring the project programmes vs planned
- Periodically review site requirements
- Arranging client facilities and liaising with client
- Plan, direct, coordinate, and lead activities of project to ensure that goals, objectives and all elements are accomplished
- Establish work plan and staffing for each phase of project, and arrange for assignment of project personnel.
- Responsible for supervision of all consultants, the Partnership Coordinators of contact, and all planning/administrative staff assigned to the Project to ensure it is on schedule and within budget.
- Outline work plan to assign duties, responsibilities, and scope of authority
- Confer with project personnel to provide technical advice and to resolve problems
- Oversee budget, ensure financial accountability
- Recommend personnel for program/project implementation
- Recognize and solve potential problems and evaluate project/program effectiveness
- Network with local, regional, state and national agencies for future program development

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and

PROJECT MANAGER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 60

Lower Limit - 30



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering or Equivalent degree, recognized by the UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Project Management – Minimum 06 Years

Chartered Civil Engineering – 06 years or MSc in Engineering + 06 years

BSc Engineering or Equivalent - 10 Years

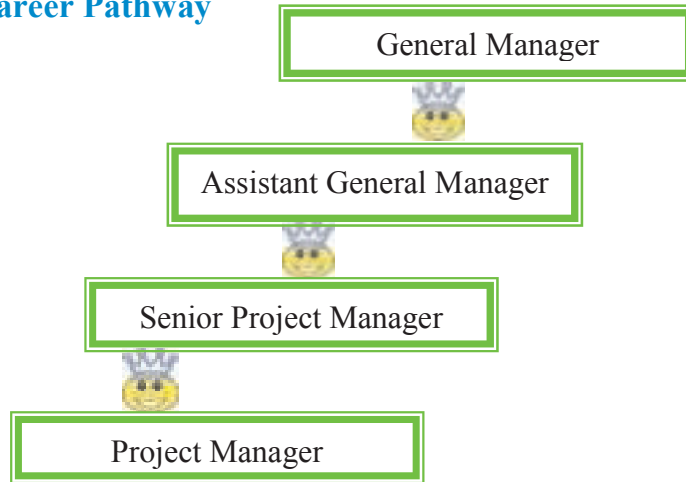
Φ Working Hours

Average 08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

High Level

Φ **Duties and Responsibilities**

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the objectives and measures upon project evaluation and its completion
- In consultation with the appropriate manager, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities
- Manage project staff according to the established policies and practices of the organization
- Execute the project according to the project plan
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Ensure the project deliverables are on time, within budget and at required level of quality

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

SENIOR MANAGER - FINANCE

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 40



Φ Required Educational and Professional Qualifications

Primary

Not Considered

Secondary

Membership form recognized professional institute

BSc (Accountancy) or Equivalent degree, recognized by the UGC of Sri Lanka or intermediate level qualification from recognized professional body

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

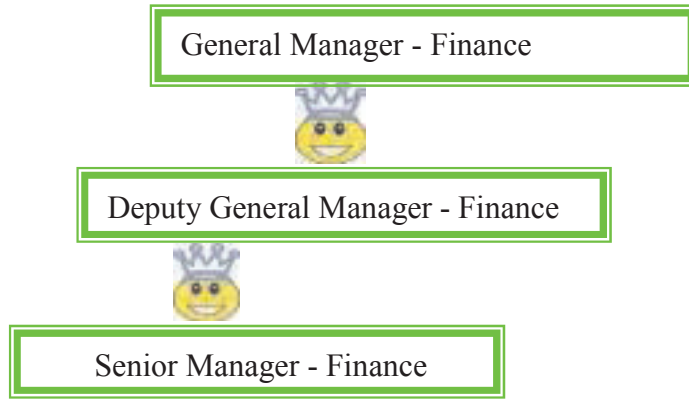
06 years work experience in managerial level

15 years post qualified work experience including 06 years managerial level

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

High Level

Φ **Duties and Responsibilities**

- Review & Supervise statutory and tax compliance matters
- Review overall accountancy functions
- Overall supervision of accounts staff
- Foreign Procurement

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MIDDLE LEVEL

ACCOUNTANT

Φ Gender Preference

No Preference

Φ Age Limit

Lower Limit - 25

Upper Limit - 40



Φ Required Educational and Professional Qualifications

Primary

Not Considered

Secondary

BSc (Accountancy) or Equivalent degree, recognized by the UGC of Sri Lanka or intermediate level qualification from recognized professional body

AAT – Higher Diploma

CIMA – Higher Diploma

Chartered – Higher Diploma

Accountancy – Diploma /Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Φ Working Hours

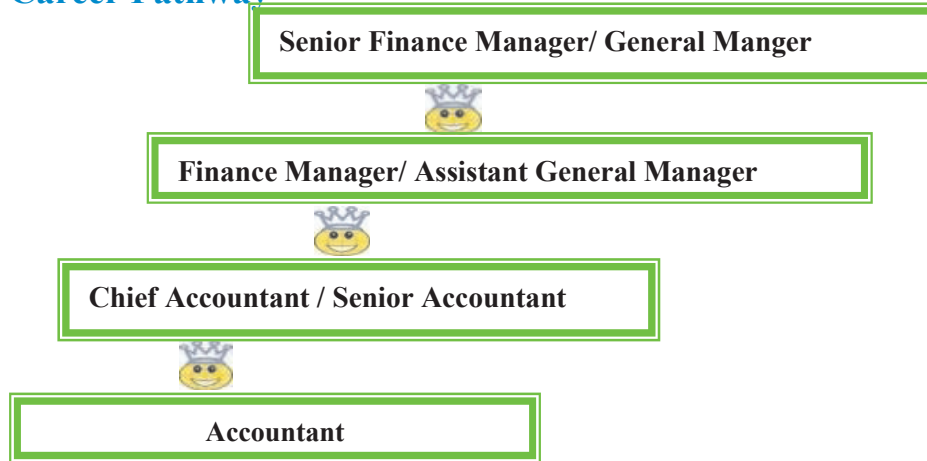
08 Hours

Accountancy – Minimum 06 Years
02 years work experience as an Accountant

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Monitoring all accounts work and perform audits on a regular basis to verify transactions
- Accept authority, responsibility and accountability for all administrative and accounting procedures, budgeting, cash flow, internal controls, monitoring and preservation of the company assets.
- Assist the Controller and Director of Construction with implementing practices and procedures, and completing reports as required
- Comply with and enforce all governmental laws, policies and regulations.
- Ensure appropriate procedures for financial reporting, record keeping and documentation which maintains files in an orderly, accurate and current manner
- Coordinate with the Controller, Director of Construction, as well the owners, to prepare the annual budget and forecasts to ensure cost control and predetermined levels of profit and to enforce the budgets
- Maintain all checkings and savings accounts and reconcile daily and monthly. Monitor the cash flow and inform the Controller and Director of Construction as well as the owners, of the status of each account
- Track all company assets and liabilities and maintain files on loans, vehicles, and property
- Take any reasonable action necessary, within authority, to carry out the responsibilities of the position in a manner that is ethical and conforms to sound business practices
- Perform other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ACCOUNTS EXECUTIVE



Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 45

Lower Limit - 30

Φ Required Educational and Professional Qualifications

Primary

Not Considered

Secondary

BSc (Accountancy) or Equivalent degree, recognized by the UGC of Sri Lanka or intermediate level qualification from recognized professional body

AAT – Final

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

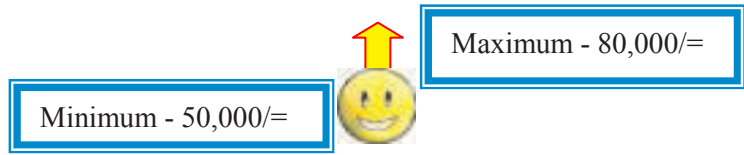
Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

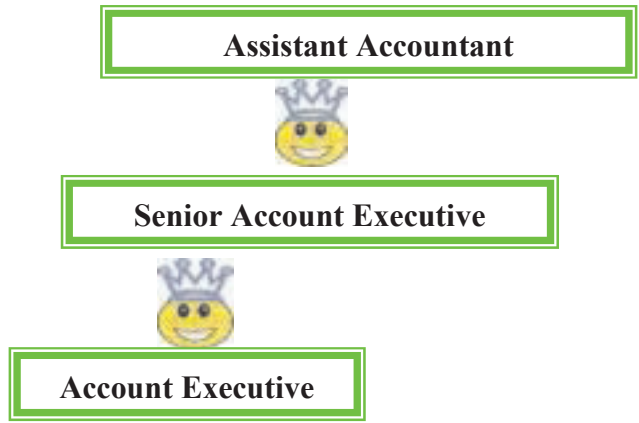
Φ Required Experience

Accountancy – 02 Years post qualified experience

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Preparing Salaries, EPF & ETF
- Handling Loans
- Handling imports & Exports
- Handling Procurement
- Performs other duties as assigned

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ARCHITECTURE

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 45

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc / MSc (Architecture) or Equivalent degree, recognized by the UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Architectural – 01 Year

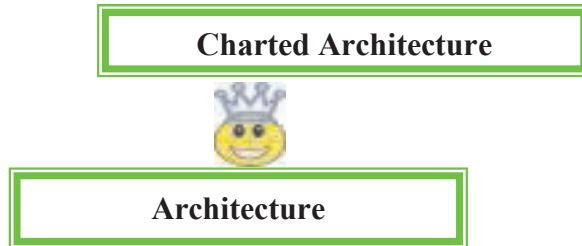
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Prepare information regarding design, structure specifications, materials, color, equipment, estimated costs and construction time.
- Consult the client to determine functional and spatial requirements of structure
- Direct activities of workers engaged in preparing drawings and specification documents
- Plan the layout of the assignment project
- Prepare contract documents for building contractors
- Prepare scale drawings.

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ASSISTANT ACCOUNTANT

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 35

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

BBA (Special) Finance

ACA (CA Sri Lanka)

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

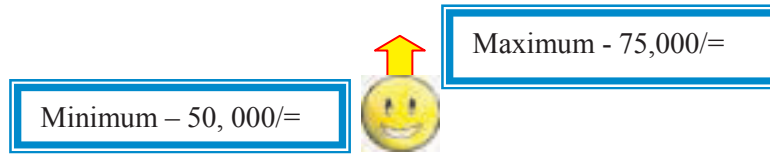
Φ Required Experience

Trainee Accountant - 02 Years

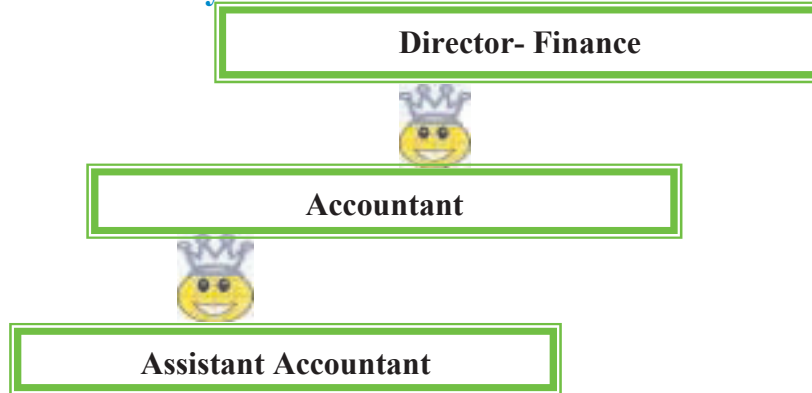
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Preparation of monthly accounts and cash flow of projects
- Making payments and producing documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- Timely submission of financial statements
- Enters, updates, and/or retrieves accounting data from automated systems
- Retrieves system reports
- Disburses funds using manual/local warrants or petty cash and makes change according to specific instructions.
- Endorses warrants or money orders, prepares account deposit ticket, and deposits money as directed.
- Performs related work as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ASSISTANT ENGINEER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



ASSISTANT ENGINEER

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics

Secondary

Ceylon German Technical Institute – Higher Diploma

NDT - Certificate

NCT – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Result Orientation
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	

Φ Required Experience

Ceylon German Technical Institute – Higher Diploma

NDT - Certificate

NCT – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction Diploma

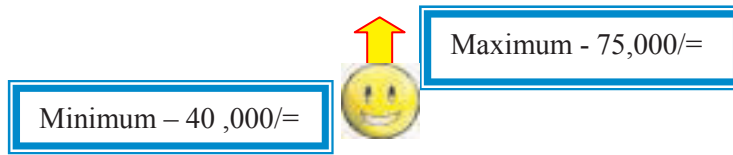
4 Years

Φ Working Hours

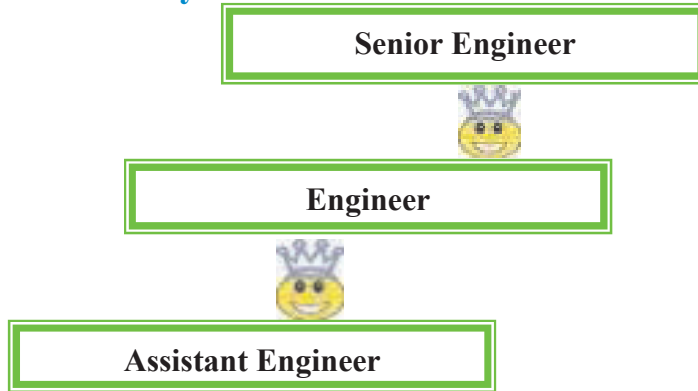
08 Hours

MIDDLE LEVEL

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Provides technical advice to contractors, other professionals about the general public regarding policies, codes and regulations; assists in resolving problems
- Prepares routine plans, designs, specifications, estimates and reports
- Performs technical review of plans ensuring plans are in compliance with codes and regulations; prepare a variety of encroachment permit applications
- Participates and conducts the development of consultant requests for proposal for professional and/or construction services and the advertising of bid processes; evaluates bids and proposals and makes recommendations in awarding the project
- Conducts engineering and related studies; prepares staff reports and grant applications
- Maintains accurate records and files
- Performs other duties of a similar nature or level
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ASSISTANT QUANTITY SURVEYOR

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 50

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Biology/ Maths

Secondary

NCT (QS) / (Civil) – Certificate

Auto Cad Draftsman – Certificate

HND (QS) – Diploma/ Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

NCT, NCIT, ICBT or equivalent - 01 Year

Building – 04 Years

Quantity Survey – 05 Years

Pilling, Bridge & Road – 08 Years

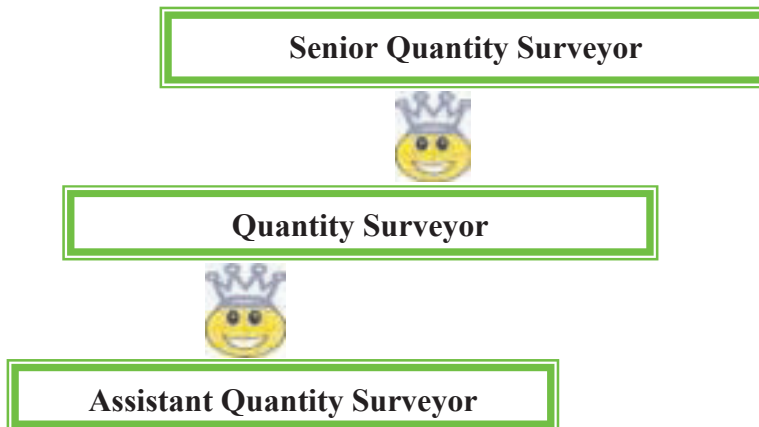
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Preparation of variation orders & rate breakdown
- Preparation of interim invoice & subcontractor’s bills
- Preparation of TDS sheet
- Taking join measurements
- Quantity calculation for procurements
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

BUILDING SERVICES ENGINEER

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit 28



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT – Diploma

NCT (Civil) – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction Site Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Team Work
Problem Solving	Creativity and Innovativeness
Communication	Leadership
Ability to Utilize IT	Result Orientation
Being Cooperative	

Φ Required Experience

BSc (Civil) or equivalent degree - 04 Years

NDT – Diploma

NCT - Certificate

NCDA - Diploma

NCED – Diploma

HND – Diploma

City & Guilds Advanced

10 Year experience in similar field

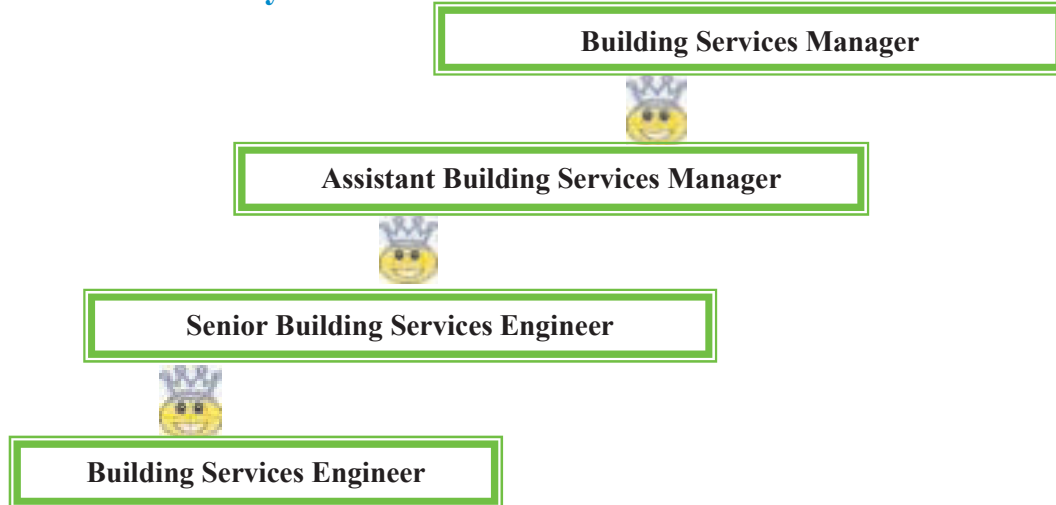
Φ Working Hours (Per Day)

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Negotiating and developing project contracts with clients if working in consultancy, and putting out tenders
- Commissioning, organizing and assessing the work of contractors
- Managing and forecasting the expenditure, using life cycle costing techniques, ensuring that work is kept to the budget
- Designing site-specific equipment as required
- Overseeing and supervising the installation of building systems and specifying maintenance and operating procedures
- Monitoring building systems and processes
- Advising clients and architects on energy use and conservation in a range of buildings and sites, aiming to minimize the environmental impact and reduce the carbon footprint

Φ **Relevant Field**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

CAD MANAGER

Φ Gender Preference

Males Preferred

Φ Age Limit

Lower Limit -35

Upper Limit - 55



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

Draughting – Diploma/ Higher Diploma

Auto Cad – Certificate/ Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

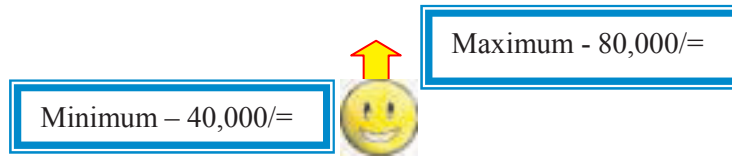
Φ Required Experience

Auto Cad, Draughting – 10 Years

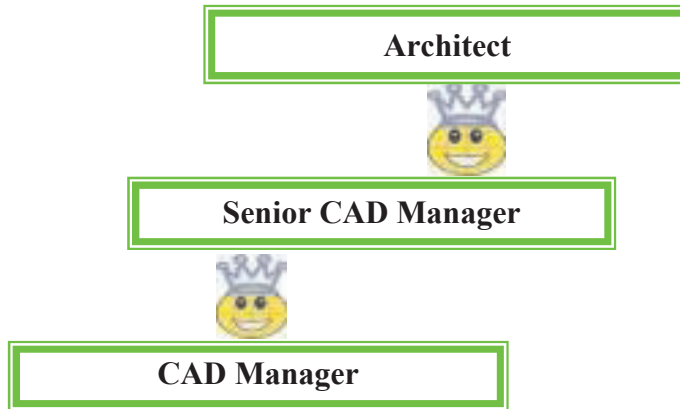
Φ Working Hours

8 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Supervises by directing technical engineering assignments and coordinating project staffing assignments. Schedule the activities of drafting section
- Standardizing the daily activities and ensuring the implementation of quality procedures
- Provide feedback to Management regarding requirement of new software or modification of existing software
- Performs front-end layout and design of complex systems and equipment applicable to the respective discipline.
- Ensures compliance with required specifications, tolerances, safety factors, and client requirements.
- Collaborates with Engineers and other engineering disciplines to ensure quality of design
- Performs other duties as assigned

Φ **Relevant Field**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

CHIEF OPERATING OFFICER

Φ Gender Preference

No preference

Φ Age Limit

Upper Limit -55

Lower Limit - 30



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics

Secondary

BSc } or equivalent degree, recognized by the UGC
MSc } of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Result Orientation
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	Creativity and Innovativeness

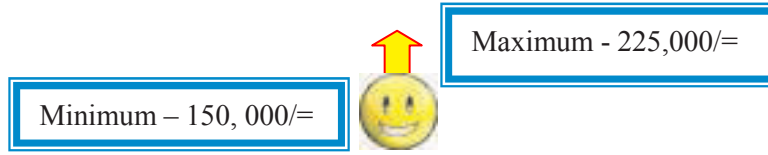
Φ Required Experience

Relevant Field Officer - 05 Years

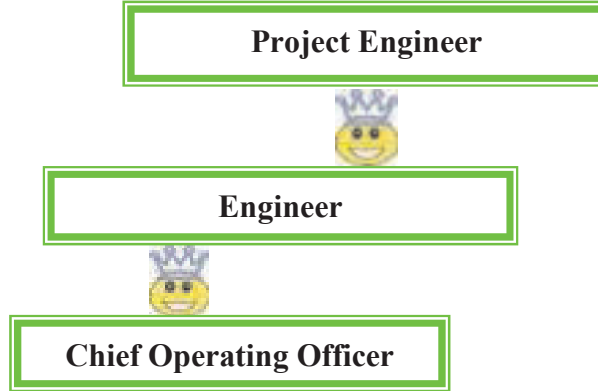
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Project monitoring
- Finance management and project tendering
- Develops the strategic plans and ensures approval by the CEO and senior management.
- Leads the Company in implementing the strategic plan
- Ensures that all new projects are well researched and exhaustive consultation and involvement of all the stakeholders is undertaken in order to ensure quality products and profitable sale
- Ensures that all departmental staff, especially the key technical ones are professionally managed, mentored and developed as part of performance management practice.
- Ensures that the joint ventures projects that are undertaken are profitable
- Liaises with the Chief Finance Officer in order to attract the support of Financial Institutions and solicits their cooperation in order to provide financing to Company’s third party construction business and ensures its growth and independence as separate business unit.

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

CIVIL ENGINEER

Φ Gender Preference

No preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



CIVIL ENGINEER

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT (Civil) – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Diploma & Certificate 08 - 10 years

Φ Working Hours (Per Day)

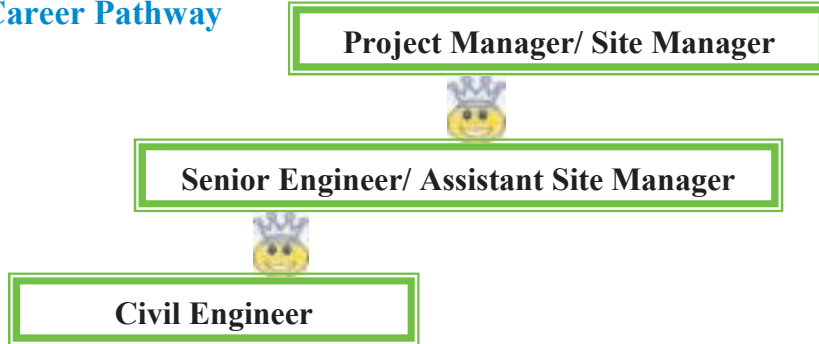
08 Hours

MIDDLE LEVEL

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects
- Plan and design transportation or hydraulic systems and structures, following construction and government standards, using design software and drawing tools
- Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications
- Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards
- Direct construction, operations, and maintenance activities at project site
- Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility
- Prepare or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions
- Test soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel
- Provide technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel
- Conduct studies of traffic patterns or environmental conditions to identify engineering problems and assess the potential impact of projects

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ELECTRICAL ENGINEER



ELECTRICAL ENGINEER

MIDDLE LEVEL

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 25

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Electrical) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Diploma

} or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

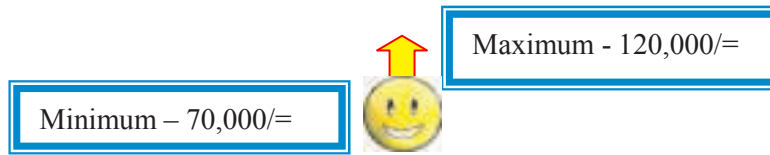
Φ Required Experience

Diploma & Certificate 08 – 10 Years

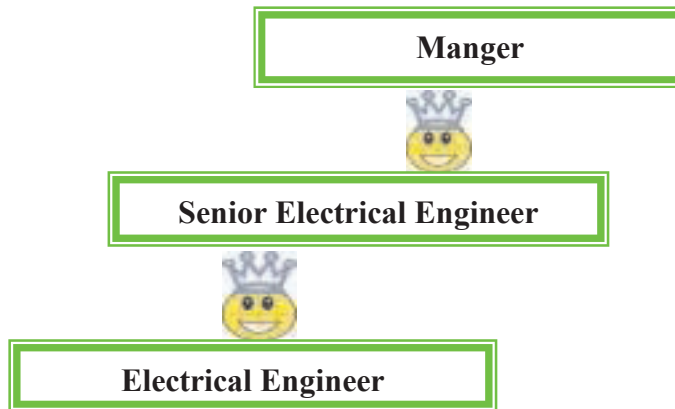
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Evaluating electrical systems, products, components and applications by designing and conducting research programmes
- Maintaining products data base
- Direct and coordinate manufacturing, construction, installation, maintenance, support documentation and testing activities to ensure compliance with specification, codes and customer requirements
- Investigate and test vendors' and competitors' products
- Liaising with clients and contractors
- Monitoring a product in use to improve on future design
- Develop budgets, estimating labour, material and construction cost

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ENGINEER – GEO TECHNICAL

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 30



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics/ Science

Secondary

BSc (Earth Resource/ Civil) or equivalent degree, recognized by the UGC of Sri Lanka

Professional Qualification -Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Not considered

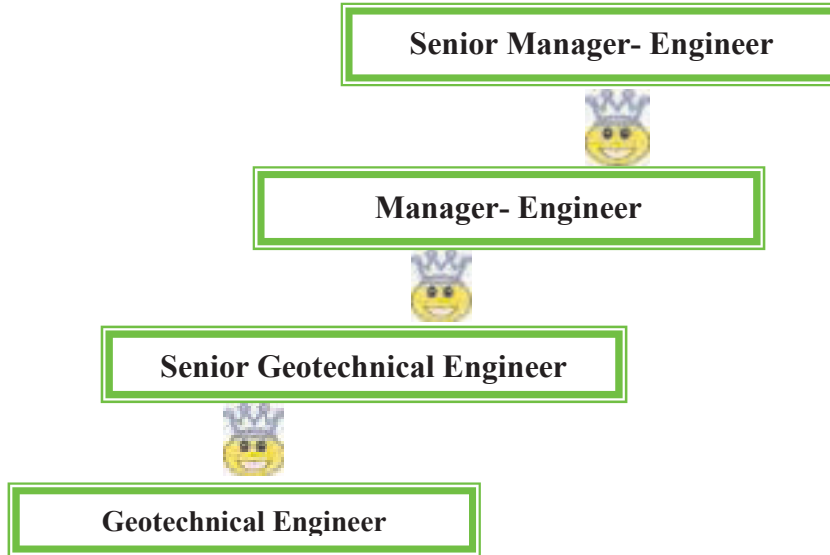
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Consulting geological maps and aerial photographs to advise on site selection
- Assisting with the design of built structures, using specialized computer software or calculations
- Planning detailed field investigations by drilling and analyzing samples of deposits/bedrock
- Supervising site and ground investigations
- Advising on and testing a range of construction materials, for example sand, gravel, bricks and clay
- Making recommendations on the proposed use of a site and providing information
- Managing staff, including other engineering geologists, geotechnical engineers, consultants and contractors

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ENGINEER (GRADE – II)**Φ Gender Preference**

No preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 25

**Φ Required Educational and Professional Qualifications****Primary**

GCE A/L – Mathematics, Commerce, IT

Secondary

BSc (Engineering) } or equivalent degree, recognized
 MSc (Engineering) } by the UGC of Sri Lanka
 Certificate/ Diploma/ Higher Diploma (Engineering)

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

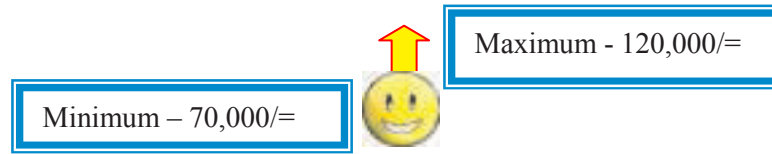
Φ Required Experience

BSc (Engineering) } 03 Years
 MSc (Engineering) }
 Certificate/ Diploma/ Higher Diploma (Engineering) – 05 Years

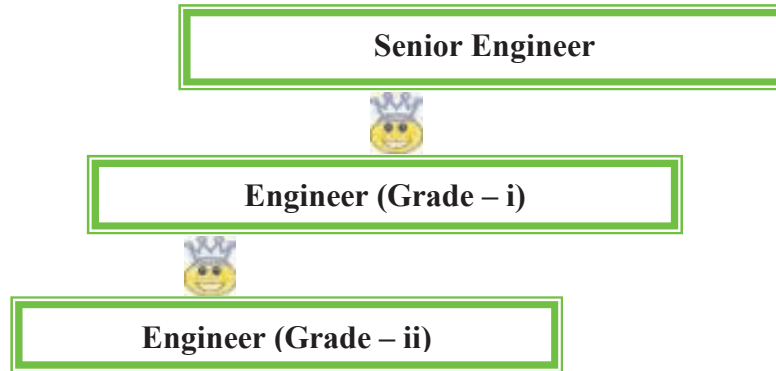
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Evaluating systems, products, components and applications by designing and conducting research programmes
- Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles
- Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications
- Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Direct and coordinate manufacturing, construction, installation, maintenance, support documentation and testing activities to ensure compliance with specification, codes and customer requirements
- Investigate and test vendors' and competitors' products
- Liaising with clients and contractors
- Develop budgets, estimating labour, material and construction cost

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ENGINEER (GRADE – III)**Φ Gender Preference**

No preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 25

**Φ Required Educational and Professional Qualifications****Primary**

GCE A/L – Mathematics, Commerce, IT

Secondary

BSc (Electrical & Electronics) } or equivalent degree, recognized
by the UGC of Sri Lanka

Certificate/ Diploma/ Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

BSc (Engineering) - Fresh Graduate
Certificate/ Diploma/ Higher Diploma (Engineering)

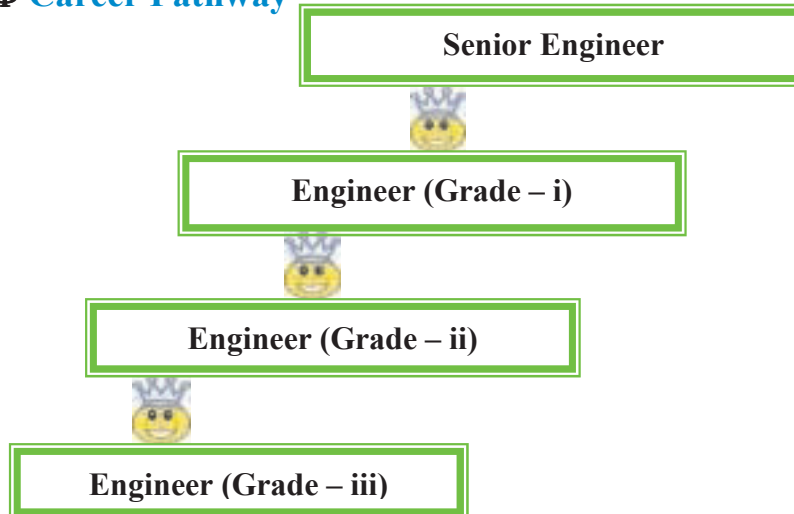
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Evaluating systems, products, components and applications by designing and conducting research programmes
- Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles
- Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications
- Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Direct and coordinate manufacturing, construction, installation, maintenance, support documentation and testing activities to ensure compliance with specification, codes and customer requirements
- Investigate and test vendors' and competitors' products
- Develop budgets, estimating labour, material and construction cost

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

EXECUTIVE - BUSINESS DEVELOPMENT

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 35

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Any Stream

Secondary

Diploma in Marketing

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Not Consideration

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Establish customer needs by building rapport and using effective questioning techniques
- Handling the sales and shipments
- Monitoring the bidding process and tender preparation
- Promoting the company name and products
- Exploring new business opportunities and promotional activities
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

HEAD OF PURCHASING & LOGISTICS

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 22



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce / Mathematics

Secondary

BSc (Commerce / Mathematics) or equivalent degree, recognized by the UGC of Sri Lanka

Supply Chain Management -Diploma/ Higher Diploma

Stores Management - Certificate

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Purchasing - 1 - 2 Years

Logistics - 2 - 3 Years

Communicating - 1 – 2 Years

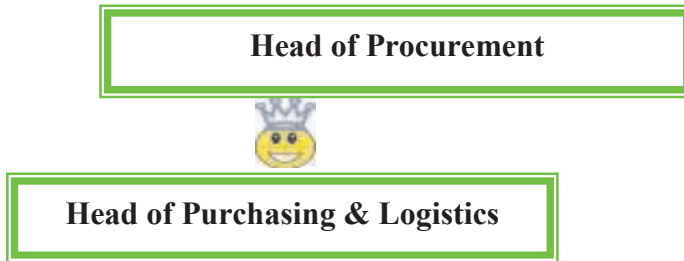
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Supervision of machineries & equipment maintaining
- Organizing the storage & distribution of goods
- Evaluating & Monitoring of suppliers
- Implementing safety procedures
- Following and maintain a purchasing policy and procedure manual
- Following the quality management system
- Considering best price, quality, availability, reliability, selection variety & technical support when choosing suppliers and merchandises
- Communicating with production department, planning engineer & sales department to learn about the materials requirements for the production
- Arranging the logistic for all import and export shipments as per terms and condition of the sale and purchase orders
- Supervising the clearing of the import and export shipments from Sea port, Air port
- Communicating with transport companies, shipping companies, courier companies, hotels, travel agents for the best rates

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

HUMAN RESOURCE EXECUTIVE

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 35

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

HRM Professional Qualification - IPM

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

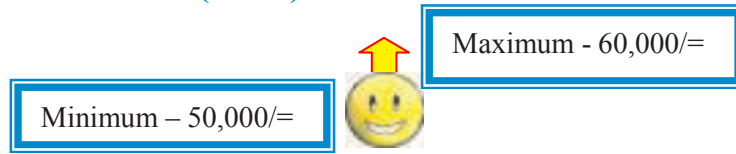
Φ Required Experience

HR Related – 05 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Recruitment
- Maintaining personal files
- Prepare and take approval for salary structure and issuance of offer letter of the selected candidates. Documents to be collected and appointment letter to be issued. Induction to be given on the joining of the employees
- Monthly / weekly MIS to be sent to Branch Head / HR Manager. Handling monthly payroll and yearly forms for employees. Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances
- Reviewing, updating and maintaining proper filing of PF forms, HR handbook, performance appraisal form and training schedules
- Handling all employee enquiries & grievances. Negotiating with staff and their representatives on issues relating to pay and conditions

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ICT EXECUTIVE

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 45

Lower Limit - 25



ICT EXECUTIVE

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce/ Arts/ IT

Secondary

Computer – Diploma/ Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Result Orientation
Communication	Being Cooperative
Ability to Utilize IT	Team Work
Creativity and Innovativeness	

Φ Required Experience

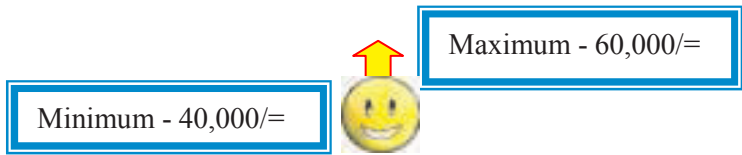
Information Communication Technology – 05 Years

Φ Working Hours

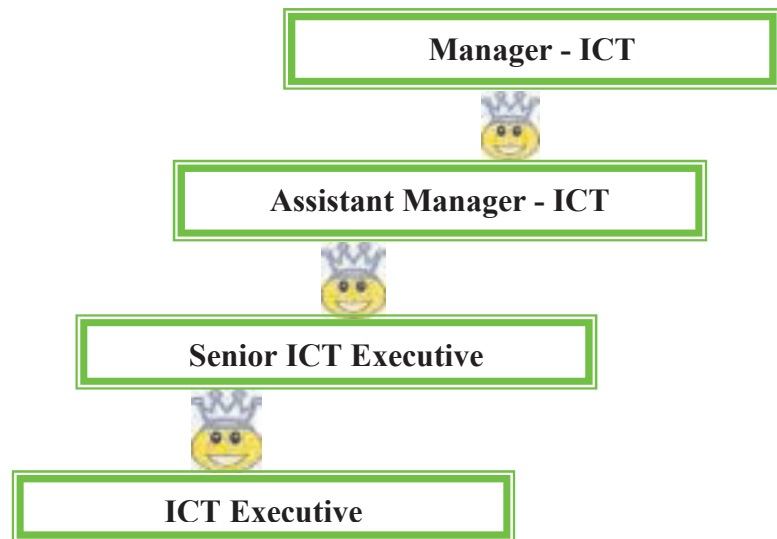
08 Hours

MIDDLE LEVEL

Φ Remuneration (LKR)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Maintenance of computers and all IT related equipment & network system
- Purchasing computers and all IT related equipment
- Assist the Head of Department (Information Technology) in IT planning and introducing new ICT solutions
- Assisting to the execution of daily ICT operational and administrative duties which include but not limit to planning, budgeting, procurement & inventory management and vendor management

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

LOGISTIC & PURCHASING OFFICER

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce/ Mathematics

Secondary

Supply & Material Management –Diploma/ Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	Result Orientation
Being Cooperative	Team Work
Creativity and Innovativeness	

Φ Required Experience

Labour Handling	-	1 – 2 Years
Store Management	-	1 – 2 Years
Purchasing/ Logistics	-	2 - 5 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Buy the goods (raw material, spare parts, consumables, office supplies etc) & services which will be used for the company’s own use
- Able to handle the more complex or critical purchases, service contracts, blanket purchase agreements
- Follow and maintain a purchasing policy and procedure manual
- Follow the quality management system
- Communicate with production department, planning engineer & sales department to learn about the material requirements for the production
- Arrange the logistic for all import and export shipments as per terms and condition of the sale and purchase orders
- Supervise the clearing of the import and export shipments from sea port, air port, borders
- Perform and complete special assignments and management requirements and any other assignments upon the instructions

Important: The position will perform any other duties and responsibilities that might be given by the Direct Manager

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - ADMINISTRATION, HEALTH & SAFETY**Φ Gender Preference**

Males only

Φ Age Limit

Upper Limit - 60

Lower Limit -25

**Φ Required Educational and Professional Qualifications****Primary**

GCE A/L – Commerce

Secondary

BSc Engineering or Equivalent degree, recognized by the UGC of Sri Lanka
 Health & Safety – Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	Result Orientation
Being Cooperative	Team Work
Creativity and Innovativeness	

Φ Required Experience

Health & Safety – 10 Years

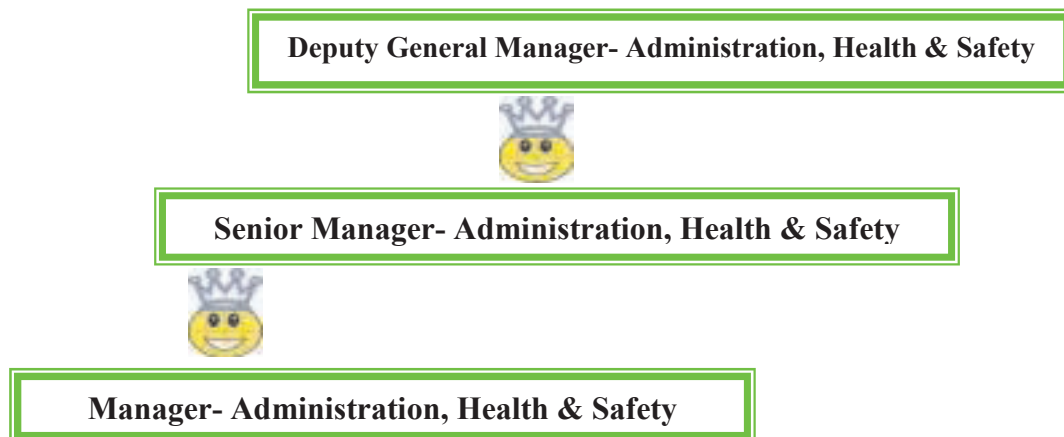
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services
- Carrying out safety audits
- Managing staff_labour accommodations
- Coordinating maintenance activities
- Dealing with insurance companies regarding workman & property damages
- Monitoring, evaluating and reviewing Health and Safety policy and practice, make recommendations and implement new policies and procedures as required
- Assist in the identification of training needs for employees and develop and deliver training as required
- Advise the Board and senior management team on the implications of current and emerging health, safety and welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance across the organization

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER – ESTIMATION & COSTING

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 45

Lower Limit - 30



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (QS & Construction Management) Equivalent degree, recognized by the UGC of Sri Lanka

NCT (QS) - Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

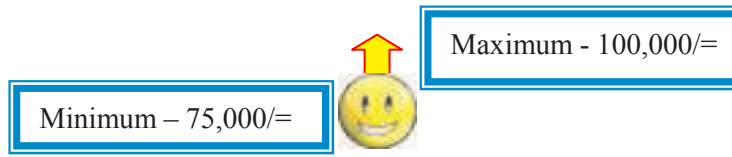
Φ Required Experience

Quantity Survey & Construction Management – 10 Years

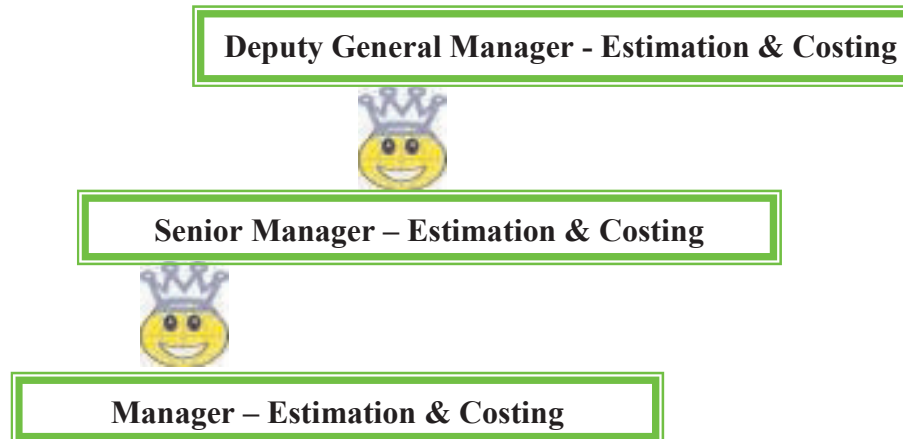
Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Understanding the importance of estimating and costing types of estimates and purpose of estimate
- Reading and interpret civil engineering drawings and prepare check list for detailed estimation
- Collecting the market rates for various civil engineering construction materials, labour and hire charges for tools and plants
- Understanding the preparation different types of approximate estimates for various civil engineering works
- Preparing the detailed estimate and taking out quantities and preparing the measurement sheet
- Preparing rate analysis for different items
- Study of software available for engineering estimates

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - PLANNING & PROCUREMENT

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering or Equivalent degree, recognized by the UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

Project Management, Planning & Procurement – 10 Years

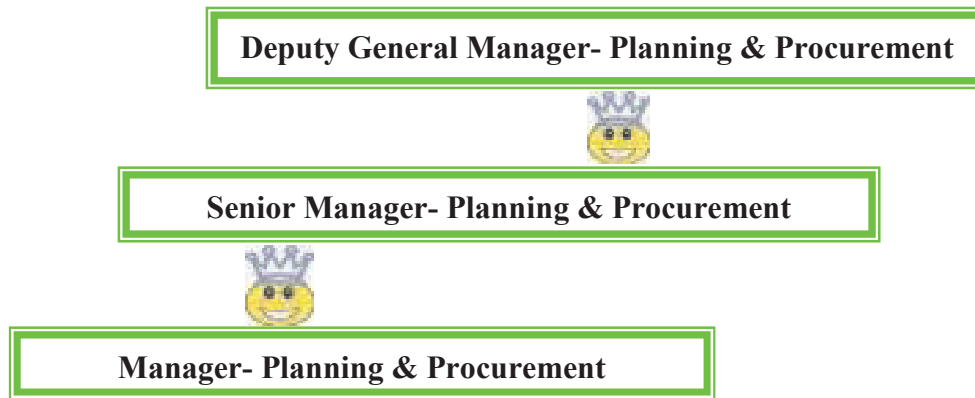
Φ Working Hours

08 Hours

Φ **Remuneration (LKR)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Responsible for plans, organizes and manages the procurement process for all projects
- Monitor and review market conditions and price & delivery trends for project materials and equipments
- Developing systems of control, policies and procedures relating to procurement
- Reviewing and implementing the procurement strategy
- Liaising with relevant staff to ensure policies and procedures are followed
- Reviewing existing contracts and identifying opportunities for improved value for money
- Ensuring that legislative requirements are understood and incorporated into controls, policies and procedures
- Providing guidance to relevant staff in all procurement matters
- Provide support to project cost controls in procurement related activities, bid versus buy analysis and the preparation of cash flow plans for project purchases orders.

Φ **Relevant Field**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - TENDERING

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 45

Lower Limit - 30



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics

Secondary

BSc (Civil) Engineering / BSc Quantity Survey or equivalent degree, recognized by the UGC of Sri Lanka

Procurement Management - Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

Civil Engineering - Minimum 05 Years

Diploma / Certificate in Quantity Survey - Minimum 10 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Managing the business development activities on assigned domestic and international bids related to preparation and submittal of boiler and auxiliary equipment proposals and cost estimates for customers
- In conjunction with management, take lead role in establishing bid strategy including partner/consortium relationships, response to customer specifications, and negotiation posture. Provide the focal point on bid activities with internal groups, partners and sales
- Manage the development of cost estimates and proposals to ensure effective timely completion, as well obtaining and evaluating competitive information on assigned bids.
- Evaluate commercial implications and risk to determine optimal commercial decisions on assigned bids
- Establish target/market pricing based on cost trends, competitive analysis, and market conditions. Support negotiations through representation at customer meetings, proposal clarifications, additional information and required revisions to offerings. Perform lead role in consortium negotiations
- Manage the transition upon award to project management including documentation and explanation of the contract package and development of cost studies for new designs/products and pursue enhancements of business development data bases and processes.
- Participate in development of new business opportunities with customers through conferences, trade shows, site visits and/or budget pricing submittals

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - LOGISTIC

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics

Secondary

BSc (Logistic Management) or equivalent degree, recognized by the UGC of Sri Lanka

Logistic Management – Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

BSc (Logistic Management) or equivalent degree – 4 Years

Logistic Management Higher Diploma – 8 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Controlling of logistic effective planning and monitoring of logistic activities
- Handling of technical details relating to possibly international transportation, such as customs regulations and any necessary documentation
- Evaluating the costs of transportation, services and inventory within any budget or distribution strategy
- Fully aware of national and international import/export legislation and must be able to effectively troubleshoot any issues that may arise in international freight transportation
- Liaison with Logistics mediators and work closely with package engineers to ensure the protection of freight in transportation

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - MAINTENANCE (VEHICLE)

Φ Gender Preference

Males Only

Φ Age Limit

Lower Limit - 25

Upper Limit - 65



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Mechanical) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

Automobile Engineering - Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Creativity and Innovativeness
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation

Φ Required Experience

BSc (Mechanical) Engineering or equivalent degree – 4 Years

Automobile Engineering Higher Diploma – 8 Years

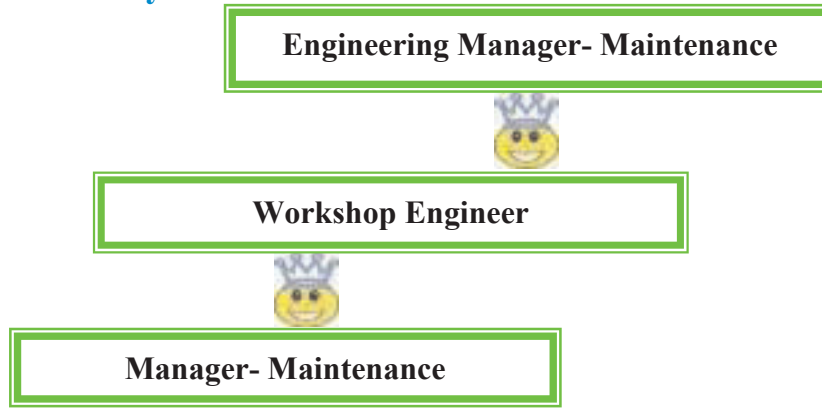
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Managing maintenance schedules and budgets
- Managing a team of multi-disciplined maintenance technicians
- Ensuring that all electrical equipment is in safe working order in line with current regulations
- Ensuring that all certificates of compliance are maintained and up to date in accordance with relevant legislation
- Designing maintenance programs
- Delegating work responsibilities and recording daily maintenance activity
- Running an efficient repairs reporting system and responding quickly to any emergencies
- Conducting employee performance reviews
- Using specialist maintenance management software to track work
- Running a preventive maintenance program that will minimize service repairs in the long run

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MANAGER - TRANSPORT

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Transport & Logistic Management) or equivalent degree, recognized by the UGC of Sri Lanka

Transport Management – Higher Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

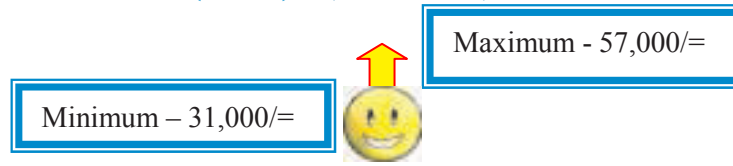
BSc (Transport & Logistic Management) or equivalent degree – 4 Years

Transport Management Higher Diploma – 8 Years

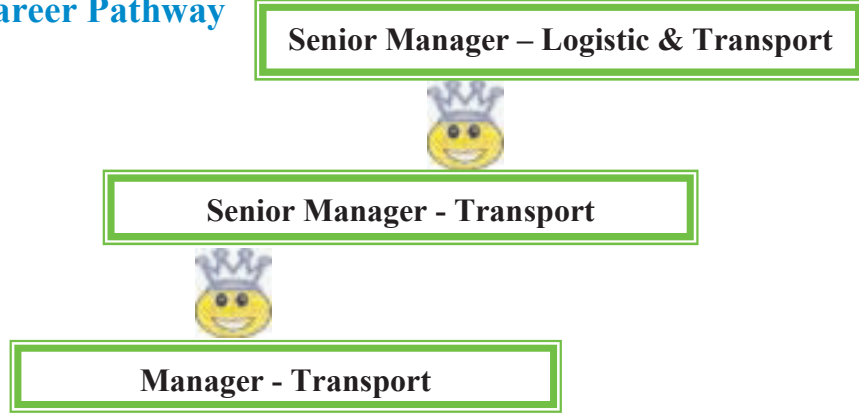
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Oversee transportation department, including its assets and employees
- Manage the operational aspects of ongoing projects and serves as liaison between project management and planning, project team, and line management
- Supervise air and ocean freight forwarding, global warehousing, transportation, reverse logistics, surface transportation and supply chain solutions
- Develop partnerships with outside carriers in shipping
- Supervise scheduling of shipments
- Manage performance of branch employees with emphasis on productivity, efficiency, and service delivery
- Lead all distribution and transportation planning and strategic activities
- Recruit, interview, select, train, motivate, coach, and mentor shipping clerks and transport drivers
- Assist in the identification and implementation of continuous improvement opportunities and customer satisfaction opportunities

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MECHATRONIC ENGINEER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Mechanical) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

BSc (Mechanical) Engineering or equivalent degree – 4 Years

Diploma & Certificate 08 – 10 Years

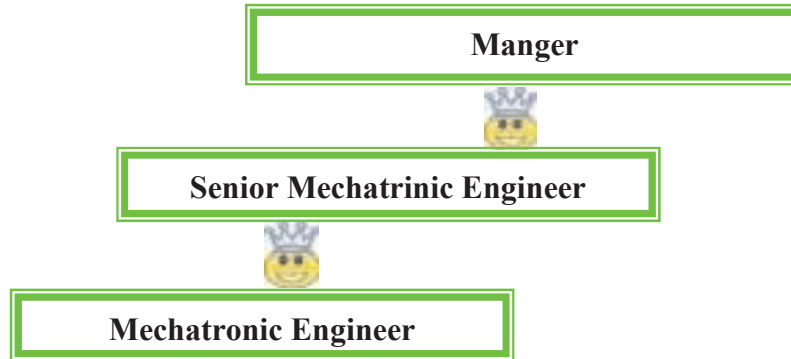
Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications
- Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information
- Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications
- Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles
- Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications
- Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Develop, coordinate, and monitor all aspects of production, including selection of manufacturing methods, fabrication, and operation of product designs
- Solicit new business and provide technical customer service
- Establish & coordinate the maintenance & safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition.

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MECHANICAL ENGINEER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Mechanical) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT - Certificate

HND - Diploma

NCED - Diploma

City & Guilds Construction
Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

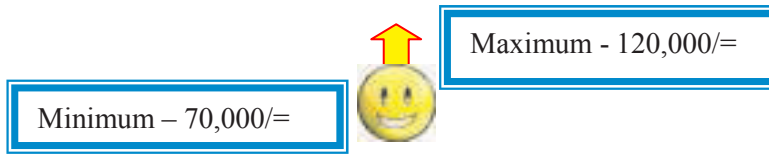
Φ Required Experience

Diploma & Certificate 08 – 10 Years

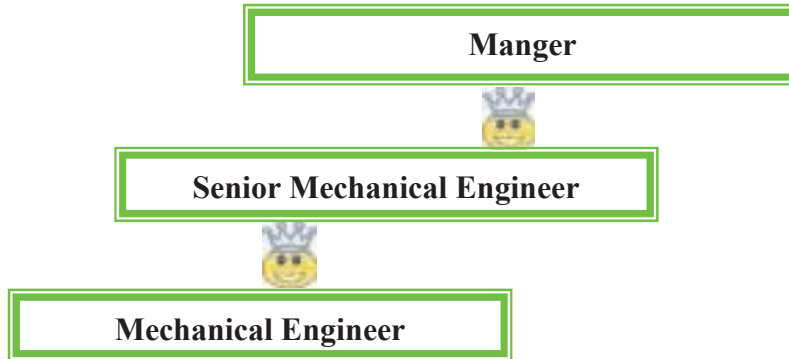
Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications
- Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information
- Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications
- Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles
- Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications
- Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Develop, coordinate, and monitor all aspects of production, including selection of manufacturing methods, fabrication, and operation of product designs
- Solicit new business and provide technical customer service
- Establish & coordinate the maintenance & safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition.

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MEP ENGINEER



MEP ENGINEER

MIDDLE LEVEL

Φ **Gender Preference**

Males Preferred

Φ **Age Limit**

Upper Limit - 45

Lower Limit 28

Φ **Required Educational and Professional Qualifications**

Primary

GCE A/L – Maths

Secondary

BSc (Mechanical) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT (Civil) – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Site Diploma

or equivalent

Φ **Language Skills**

Language	Expected Level
Sinhala	High
English	High

Φ **Soft Skills**

Job Related Knowledge	Being positive
Decision Making	Team Work
Problem Solving	Outgoing Personality
Communication	Leadership
Being Cooperative	Creativity and Innovativeness

Φ **Required Experience**

NDT – Diploma

NCT - Certificate

NCDA - Diploma

NCED – Diploma

HND – Diploma

City & Guilds Advanced

10 Years similar field

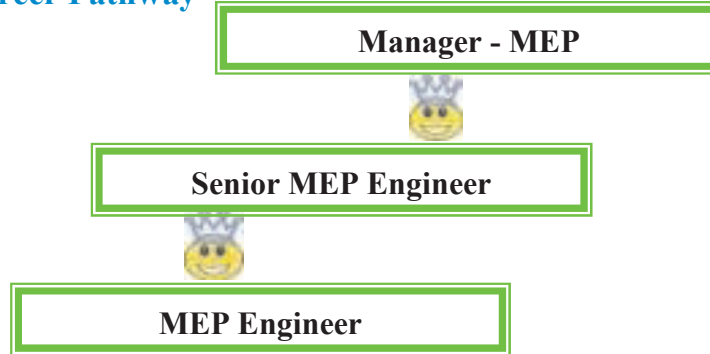
Φ **Working Hours**

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Managing and overseeing the work of subordinate staff, architect or engineers and contractors for compliance with the fire, public health and safety
- Reviewing completed projects, designs or studies for policy and budgetary compliance may perform technical review of design.
- Providing technical advice to staff designers, craft supervisors, inspectors and contacting service providers
- Designing coordination of small power lighting, HVAC, fire protection system and drainage system
- Responsible for planning, design and implementation of civil and electrical designs right from the inception to the delivery of the project
- Facilitating the manufacturing clearance to subcontractor for MEP materials and manage the procurement process of the same
- Ensure delivery of in-house design required for power lighting works
- Ensure effective coordination with HVAC, FPS and civil subcontractor by establishing proper correspondence and periodic meetings.
- Liaison with consultant/client for necessary approvals
- Ensure all required approvals are obtained on MEP design prior to commencement of MEP works at site.
- Facilitate effective coordination at site between MEP subcontractors and civil subcontractors for acquiring clearance required for MEP installation and testing activities
- Direct and lead MEP subcontractors to achieve the project milestone dates on the design, installation and testing works.
- Direct and lead in-house MEP team for the installation and power lighting works.

Φ Relevant Field

- i. Building

MINING ENGINEER

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Mining) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

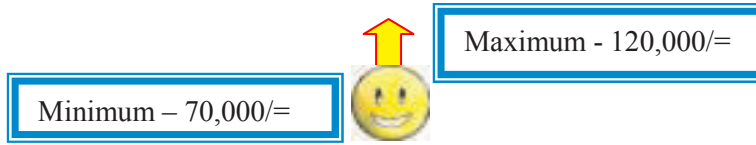
Φ Required Experience

Diploma & Certificate 08 – 10 Years

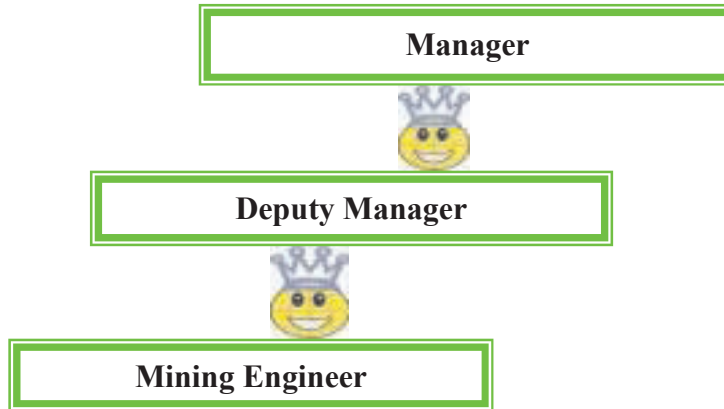
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Assessing the commercial viability of new mining ventures
- Planning & scoping of work, identifying resource requirements
- Modeling or designing potential mine sites and communicating with sub-contractors, suppliers, in house department and neighbors
- Guiding labour, sub contractors and monitor the progress
- Analyzing data in terms of quality, quantity and cost
- Reclaiming mine sites
- Providing consultancy and advice on mining and mineral extraction projects
- Adhering to document control system and controlling access restricted documents
- Involving in work which not stipulated but assign by the management

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

PROJECT ACCOUNTANT

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

BSc (Accountancy) or equivalent degree, recognized by the UGC of Sri Lanka

Chartered Accountancy - Professional

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Accountancy + Finance - 01 Year

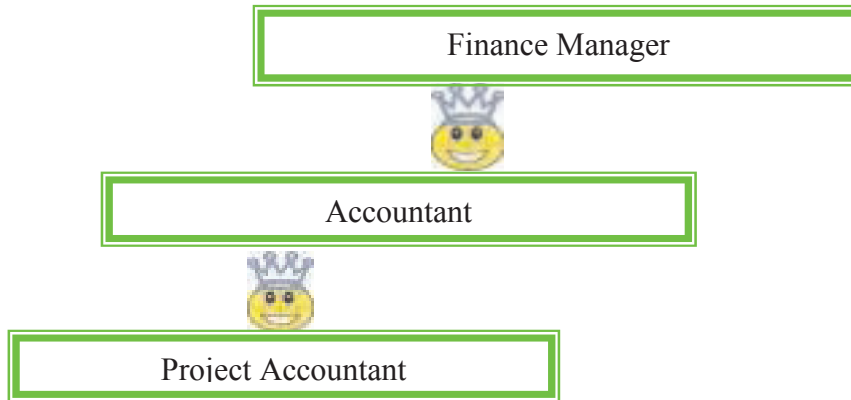
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Handling of project payments
- Reviewing budget
- Preparing of management report
- Maintain project-related records, including contracts and change orders
- Report on project profitability to management
- Create and submit government reports and tax returns related to projects
- Report to management regarding the remaining funding available for projects
- Confer with receivables staff regarding unpaid contract billings
- Review account totals related to project assets and expenses
- Close out project accounts upon project completion

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

PROJECT ENGINEER

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics/ IT

Secondary

BSc (Civil) Engineering
MSc (Construction Management) } or equivalent degree, recognized by the
UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Leadership
Problem Solving	General Knowledge
Communication	Team Work
Ability to Utilize IT	Creativity and Innovativeness
Being Cooperative	

Φ Required Experience

Road, Highways - 08 Years
Pilling
Building
Bridge
Water Supply & Drainage } 02 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)

Minimum – 50, 000/=



Maximum - 75,000/=

Φ Career Pathway

Project Director



Project Engineer

Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Analyzing and resolving field construction issues
- Maintain job files and as-builts
- Develop and maintain schedule with Superintendent input
- Maintain thorough understanding of contract documents and subcontracts
- Prepare meeting minutes for all job meetings
- Complete required tasks daily: timecards, purchase orders, work orders, daily paper work
- Packet and collecting Subcontractor Daily Job Reports
- Inspect/verify material deliveries
- Manage project closeout and obtain all warranties required for final acceptance
- Maintain punch list with Superintendent
- Ensure company procedures and standards are maintained
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

QA/QC ENGINEER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 45

Lower Limit 28



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil Engineering) or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Certificate

NCT (Civil) – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Site Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Communication
Decision Making	Leadership
Problem Solving	Result Orientation

Φ Required Experience

BSc (Civil) or equivalent degree - 04 Years

NDT – Diploma

NCT - Certificate

NCDA - Diploma

NCED – Diploma

HND in Quantity Survey – Diploma

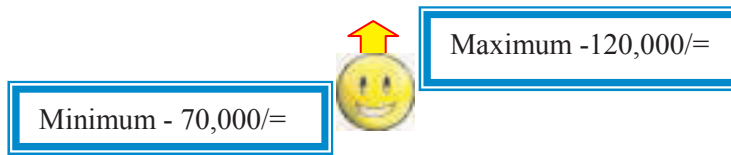
City & Guilds Advanced

10 Years in similar field

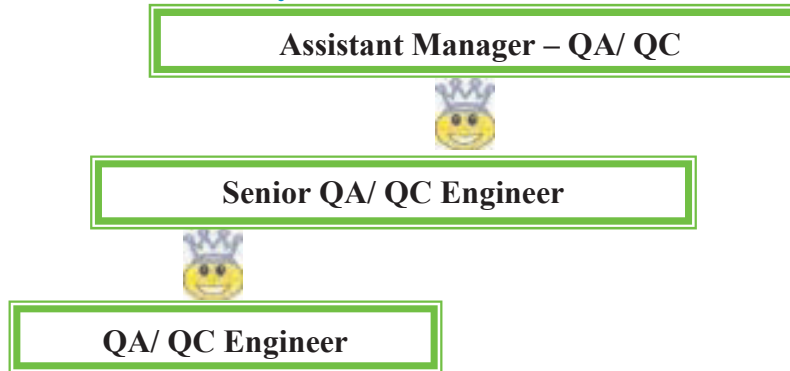
Φ Working Hours (Per Day)

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Coordinate all inspections and monitor the requested test
- Develop written procedures for quality control/quality assurance
- Perform needed tests on site and in the laboratory to ensure conformity of material and works according to the contract specifications
- Supervise construction works contracts including quantity measurement, quality, variation and payments
- Ensure that contractors comply with works' specifications
- Establish and maintain procedures to develop standard documentation for construction works and quality control and assurance for the projects
- Develop a procedure to establish norms to define the project-alternatives that will be evaluated for each construction task. Preferably many project-alternatives should be evaluated for each construction task, but, as a minimum, two project alternatives must be evaluated
- Review of the Bill of Quantities and the contract documents for each section of the construction task
- Define a procedure for using the cost norms to establish the cost of rehabilitation and maintaining the construction task

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

QUALITY MANAGEMENT EXECUTIVE

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 45

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Biology/ Maths

Secondary

BSc (Science) or equivalent degree, recognized by the UGC of Sri Lanka

QMS – Certificate
 EMS – Certificate
 OHSAS - Certificate } or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

Relevant Field - 08 Years

Φ Working Hours

08 Hours

Φ **Remuneration (LKR) - (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Handling Quality, Environmental and Health & Safety management system (QEH&S)
- Implementing QEH&S management system
- Reading engineering drawing and ability to use various measurement tools such as micrometers, calipers, profile projectors and CMM and others
- Doing report on rejections and quality
- Responsibility is to handle out all the management reports
- Responsibility is to minimize product rework or rejection and maintain zero rejection where possible

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

QUANTITY SURVEYOR

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 22



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths/ Biology

Secondary

BSc (Quantity Survey) or equivalent degree, recognized by the UGC of Sri Lanka

NDT - Diploma

NCT (Quantity Survey) – Certificate/ Diploma

NCDA – Diploma

NCED - Diploma

HND in Quantity Survey – Diploma

City & Guilds Advance in Quantity Survey

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

BSc (Quantity Survey) or equivalent degree - 04 Years

NDT – Diploma - 10 Years

NCT (Quantity Survey)

NCDA - Diploma

NCED – Diploma

HND in Quantity Survey – Diploma

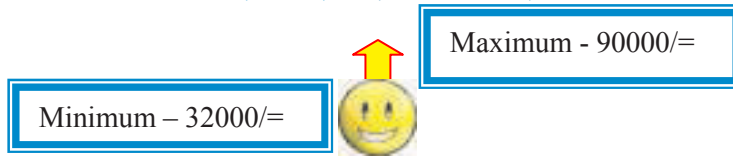
City & Guilds Advance in Quantity Survey

10 Years similar field

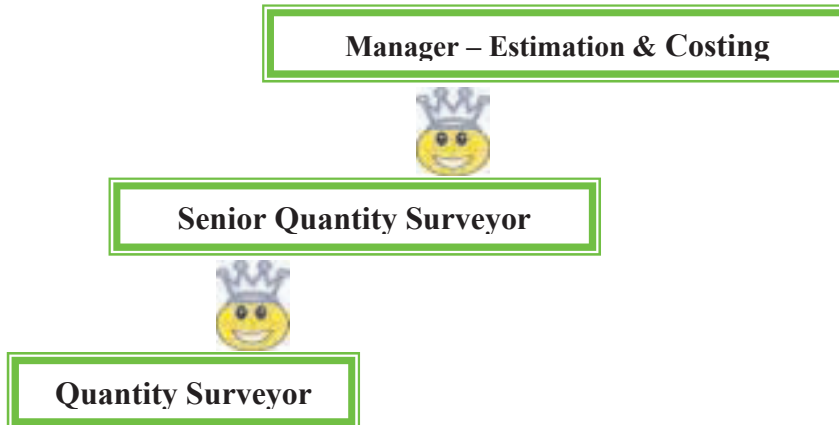
Φ Working Hours (Per Day)

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Preparation of tender documents
- Making cost estimation (Materials, time & labour)
- Preparation of material forecasts weekly requisition
- Preparation/ measurement of bill/ quantity
- Preparation of progress reports
- Coordination of work effort
- Valuing completed work and arranging for payments
- Advising on a range of legal and contractual issues

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

SALES AND MARKETING EXECUTIVE

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 30

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

CIM – Diploma

SLIM - Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	Team Work
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

Sales & Marketing – Minimum 5 Years

Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**

Not Specified

Φ **Career Pathway**

Assistant Manager - Sales & Marketing



Senior Sales & Marketing Executive



Sales & Marketing Executive

Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Sell product and services
- Follow up customers
- Introducing products to architects
- Collect the debtors payment

Φ **Relevant Field**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

QUALITY MANAGEMENT EXECUTIVE

Φ Gender Preference

No preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics, Commerce, IT

Secondary

BSc (Engineering) } or equivalent degree, recognized
 MSc (Engineering) } by the UGC of Sri Lanka
 or BSc (Eng) + Membership of relevant body
 Certificate/ Diploma/ Higher Diploma (Engineering)

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

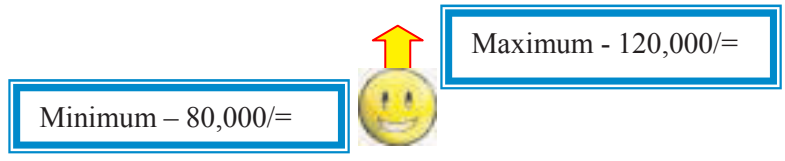
Φ Required Experience

BSc (Engineering)
 MSc (Engineering)
 or BSc (Eng) + Membership of relevant body } 03 Years
 Certificate/ Diploma/ Higher Diploma (Engineering) – 08 Years

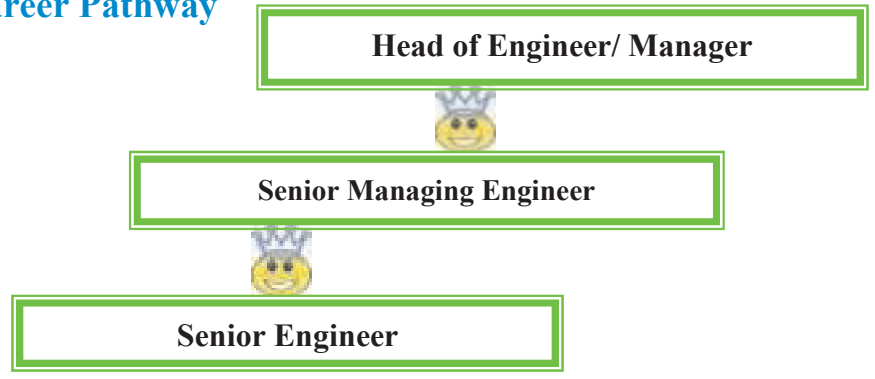
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Ensure that projects are built in accordance with plans, special provisions, standards and estimates and giving engineering advice to assist in solving problems.
- Analyzes reports, maps, drawings and tests on soil composition, terrain, hydrological characteristics, and other topographical and geological data to plan and design project. Directs or performs surveys for proposed construction
- Estimates costs and determines feasibility of project based on analysis of collected data. Co-ordinates contract work with utility companies and other governmental agencies.
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project. Reviews preliminary plans and specifications of construction contracts. Prepares authorizations for change orders regarding construction revisions.
- Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards. Resolves design or construction problems and meets with contractors and the public.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents. Administers and labor compliance requirements. Prepares progress and final documents.

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

QUALITY MANAGEMENT EXECUTIVE

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 35



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics

Secondary

BSc (Quantity Survey) or equivalent degree, recognized by the UGC of Sri Lanka

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	Team Work
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

BSc (Quantity Survey) or equivalent degree - 02 Years

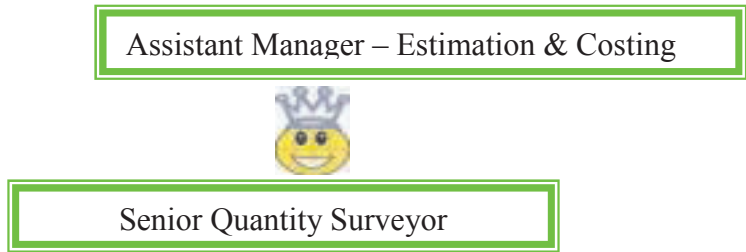
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Middle Level

Φ Duties and Responsibilities

- Tendering in construction projects
- Providing financial proposal for sub contractors
- Understand the contractual requirements of project documents including the roles and responsibilities of all involved
- Cost management
- Preparation of interim and final accounts
- Risk and opportunity management
- Management of known and newly identified risks and opportunities
- Identification and implementation of mitigation measures
- Ensure all involved in procurement for project understand allowances for items they are responsible for and the procedures to be followed
- Maintain procurement schedules
- Prepare subcontract documentation, issue enquiries, and negotiate agreements including interim and final accounts

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

SITE ENGINEER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 30



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

BSc (Civil) Engineering Equivalent degree, recognized by the UGC of Sri Lanka

NCT - Certificate

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

Safety - Certificate

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

BSc (Civil) Engineering Equivalent degree – 01 Year

NCT - Certificate

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

Safety - Certificate

04 Years

Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Planning & maintaining of works & contacts
- Maintaining files and other related documents and Coordination of site staff
- Liaising with Clients & Consultants
- Managing, monitoring and interpreting the contract design documents supplied by the client or architect
- Liaising with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project
- Liaising with the local authority (where appropriate to the project) to ensure compliance with local construction regulations and by-laws
- Liaising with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress
- Planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines
- Overseeing quality control and health and safety matters on site
- Resolving any unexpected technical difficulties and other problems that may arise

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

SITE MANAGER



SITE MANAGER

MIDDLE LEVEL

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 60

Lower Limit 30

Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Mathematics

Secondary

BSc (Civil) Engineering or equivalent degree, recognized by the UGC of Sri Lanka

NCT (Civil) - Diploma

HNDE - Diploma

NDT - Diploma

HND (Civil) - Higher Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

BSc (Civil) Engineering or equivalent degree - 04 Years

NCT (Civil) - Diploma

HNDE - Diploma

NDT - Diploma

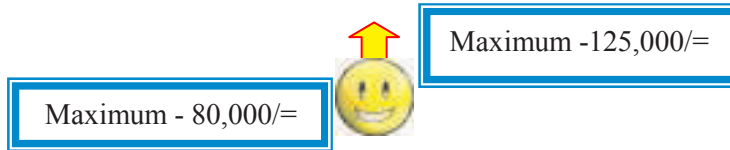
HND (Civil) - Higher Diploma

08 Years

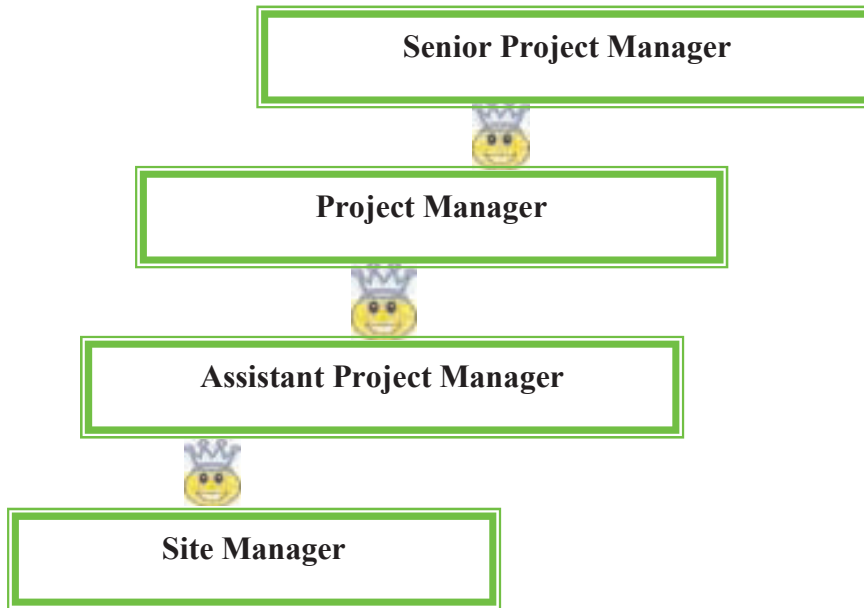
Φ Working Hours (Per Day)

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Site Management
- Planning and maintaining of construction work
- Organizing and directing site works
- Managing site works and sub contractors
- Guiding to the staff
- Performs other duties as assigned

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

TECHNICAL SUPERVISOR

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Biology/ Mathematics/ Commerce/ IT

Secondary

NCT - Certificate

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

Safety - Certificate

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Technical Supervisor – Minimum 03 Years

Φ Working Hours

08 Hours

Φ **Remuneration (LKR) - (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Middle Level

Φ **Duties and Responsibilities**

- Planning, assigning, inspecting
- Supervising maintenance, repair and construction activities
- Maintaining reports and files
- Assisting in budget planning and preparation
- Supervising and leading formen, lead men, skilled labour and work crews
- Optimizing resources to ensure efficient and timely completion of the project.
- Performs other duties as assigned

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

OPERATIONAL LEVEL

ACCOUNTS ASSISTANT

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 45

Lower Limit - 22



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

AAT – Final

Part qualification with recognized professional body in the field of accounts

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Communication	Being Cooperative
Ability to Utilize IT	Team Work

Φ Required Experience

Accounts Field – 01 Year

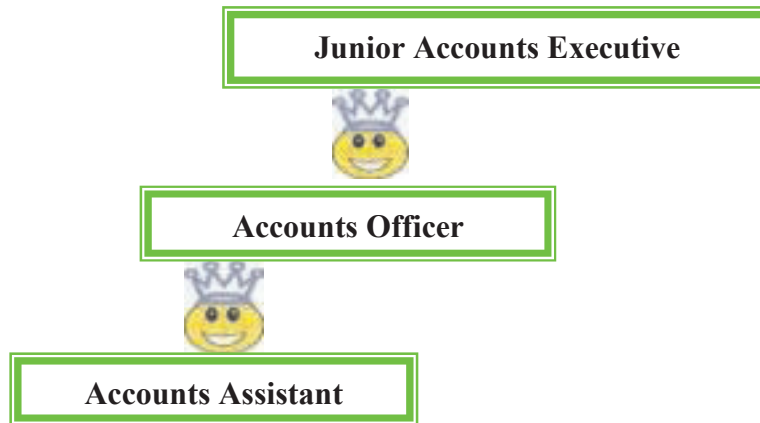
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- General office administrative duties; filing, archiving, photocopying, scanning
- Entering payment invoices to the system
- Printing cheques
- In cooperate with the bank process
- Providing support to the purchase ledgers and carry out other duties, as requested. This may include checking prices & goods deliveries to sites, board report backup, working with and assisting other members of the purchase ledger team during times of staff absence or at month-end.
- Batching & coding, including spreadsheet work on excel files
- Ability to reconcile supplier statements

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ADMINISTRATIVE OFFICER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 45

Lower Limit - 24



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

CCHRM – Certificate

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Result Orientation
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	Being Cooperative

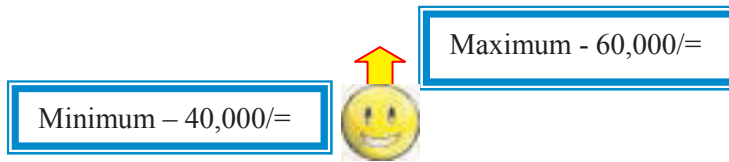
Φ Required Experience

Construction Site Administration – 03 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Attendance & leave management
- In charge of implementing security procedures
- Administrating insurance policy and welfare
- Lease houses for company requirements
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

DRAUGHTSMAN

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 60

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths/ Biology

Secondary

NCT or equivalent - Certificate/ Diploma

NCED - Certificate/ Diploma

NCDA – Diploma

Auto Cad – Diploma/ Higher Diploma

National Certificate in Engineering Draughtsman ship

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

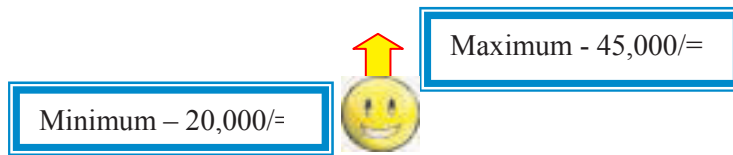
Φ Required Experience

Draftsman – Minimum 01 Year

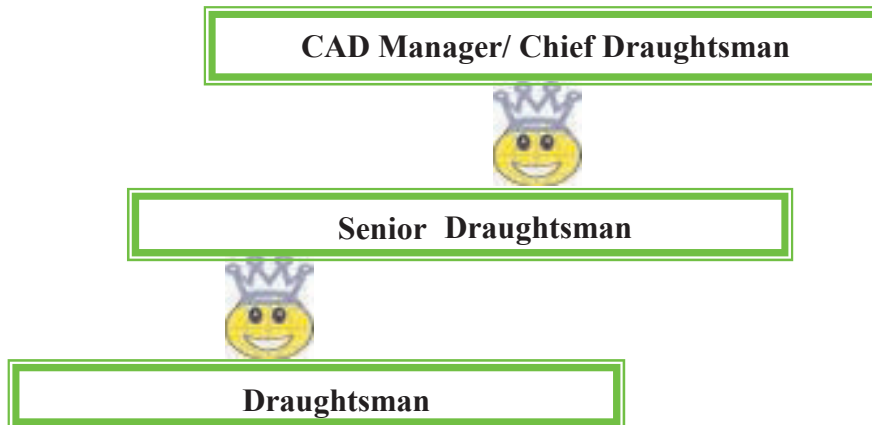
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Preparing drawings and material detailing
- Maintaining information pertain to shop drawings followed for the construction as well tender drawings
- Maintaining records of RFI, DFT letters, sketches, minuets of meetings, variation, instruction related to the construction drawing
- Bearing the responsibilities in the absence of the Senior Draftsman
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

DRIVER/ OPERATOR

Φ Gender Preference

Males only

Φ Age Limit

Upper Limit - 50

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE O/L

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Being Cooperative	Customer Oriented
Creativity and Innovativeness	General Knowledge
Communication	Result Orientation
Team Work	

Φ Required Experience

Minimum 03 Years

Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Maximum - 50,000/=

Φ **Career Pathway**

Drivers’/ Operators’ Supervisor



Driver

Φ **Level of Position**

Operational Level

Φ **Duties and Responsibilities**

Not Specify

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ELECTRICAL SUPERVISOR



Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 25

Φ Required Educational and Professional Qualifications

Primary

GCE A/L - Biology/ Mathematics/ Commerce/ IT

Secondary

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

Safety - Certificate

NCT (Electrical) – Certificate/ Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

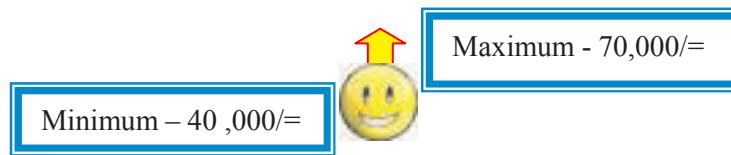
Φ Required Experience

Electrical Supervisor – 03 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and files and prepare reports
- Plan and supervise the work of electricians
- Maintain records on electrical jobs and assign to appropriate personnel
- Advise coordinator and assistant director of technical problems concerned with installation, modification and repair of electrical assignments.
- Recommend procedure revisions when necessary to fully utilize assigned personnel and equipment
- Determine procedures for maintenance, installation, modification and repair of electrical assignments
- Inspect work to ensure compliance with standard procedures and electrical assignments

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ELECTRICIAN

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 23



Φ Required Educational and Professional Qualifications

Primary

GCE O/L

Secondary

Electrician – Certificate/ Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

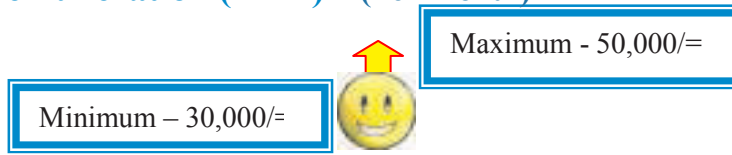
Φ Required Experience

Electrician – 02 Years

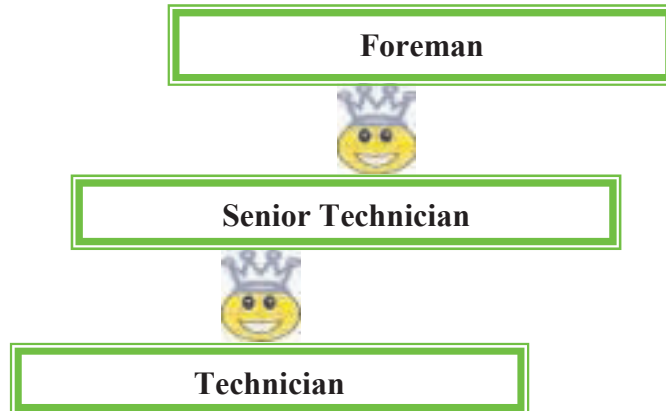
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures
- Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools to locate the cause of a breakdown and correct the problems
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment of repair and to ensure compliance with codes
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures to ensure compatibility and safety of system
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with codes.
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

ENGINEERING ASSISTANT

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 60

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

NDT – Diploma

NDES – Diploma

HNDE – Higher Diploma

City & Guilds Graduate Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

NDT – Diploma

NDES – Diploma

HNDE – Higher Diploma

City & Guilds Graduate Diploma

04 Years

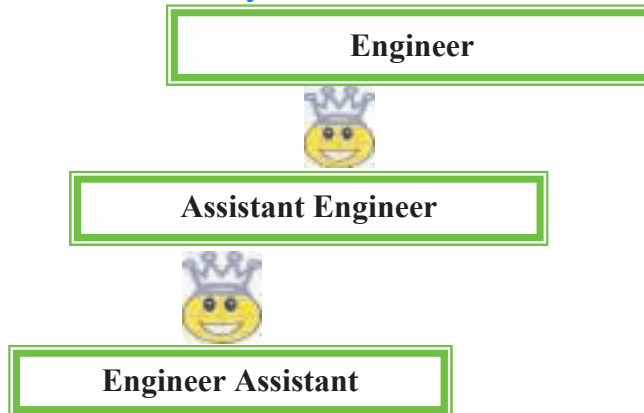
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Monitoring the physical & financial progress, quality and other objectives pertaining of the work and Obtaining approval for the work
- Managing labour, material, machinery and sub contractors
- Collecting data in terms of quality, quantity and cost
- Involving in work which not stipulated but assign by the management
- Assists senior staff with the preparation, development, review and implementation of policies, practices and procedures, capital work and maintenance programs
- Prepares designs, detail drawings, specifications and project estimates
- Reviews designs, and contracts prepared by consultants
- Provides direction to construction and maintenance personnel
- Performs administrative and supervisory duties in project management, planning, coordinating, reporting, monitoring, policy interpretation, cost control, and ongoing supervision of personnel

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

FOREMAN

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 65

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE O/L

Secondary

Relevant Field training is required.

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Construction – Minimum 04 Years

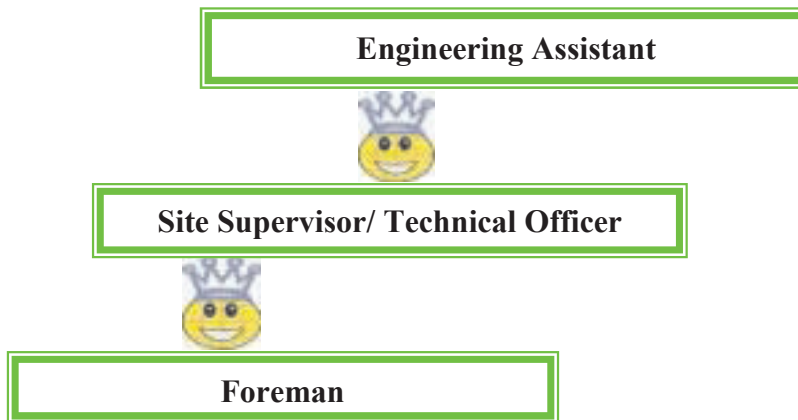
Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Perform supervisory responsibilities in accordance with the current Country Ordinance, County policies and applicable laws
- Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality
- Determine work procedures, prepare work schedules/logs, and expedite workflow Train unskilled workers
- Guiding workers and maintaining records for reconciliation of materials, machinery and labour records
- Informing quantity issues of materials, tools wear & tear parts.
- Coordinate and oversee various construction, repair and rebuilding projects
- Evaluate new procedures, processes, and equipment
- Address errors and complaints
- Secure supplies, materials and equipment for daily work projects
- Establish work zones and traffic control for employee and public safety

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

HEALTH & SAFETY OFFICER

Φ Gender Preference

Males Preferred

Φ Age Limit

Lower Limit - 22

Upper Limit - 60



Φ Required Educational and Professional Qualifications

Primary

GCE O/L

GCE A/L – Any stream

Secondary

NCT - Certificate

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

NIBOSH – Certificate

IOSH - Certificate

Occupational Health & Safety – Certificate/ Diploma

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Health & Safety in Construction Sector – Minimum 02 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Maintaining all the HR safety and maintaining legislative records
- Monitor the safety performance of all on-site workers to ensure that all workers on the site work safely
- Encourage and educate employees to take precautions and adhere to safety rules to protect themselves and the equipment they use from damage
- Act as a liaison with the government, ambulance services and hospitals, management, subcontractors and workers regarding aspects of health and safety on and off the job
- Update and display safety policies and pertinent information on the company bulletin board
- Establishing inspection schedules for all tools, major equipment, lifting devices and mobile equipment to ensure safe operating conditions and compliance with current regulations

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

IMPORT ASSISTANT

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 55

Lower Limit - 28



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce/ Mathematics

Secondary

Import & Export Procedures - Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	High

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Team Work
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	

Φ Required Experience

Import & Clearance - 05 Years

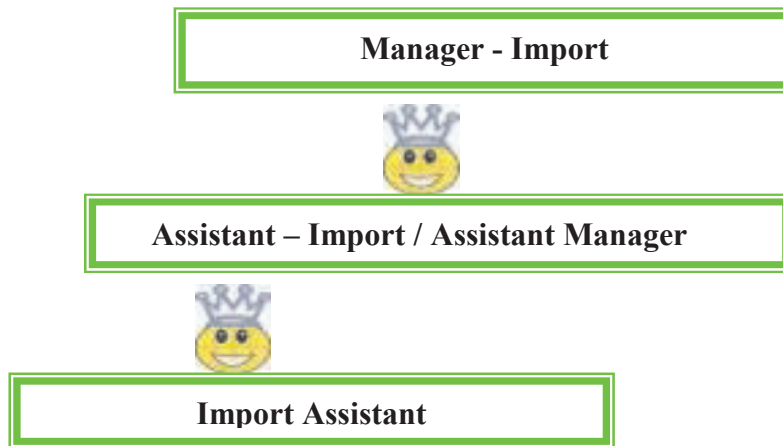
Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Handling Import Documentation
- Establishing Letter of Credit and Telegraphic Transfers
- Handling customs clearance and goods transport to the delivery locations
- Recording cost and details of imports
- Responsible for all other administration, documentation and customs regulations
- Minimizing additional cost of imports
- Preparing Hocs reports

Φ Relevant Field

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

LAB TECHNICIAN

Φ Gender Preference

No Preference

Φ Age Limit

Upper Limit - 50

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Science

Secondary

Laboratory Training Certificate

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Ability to Utilize IT	General Knowledge
Team Work	Result Orientation

Φ Required Experience

Construction – Minimum 02 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Perform testing in accordance with Standard General's Quality Control System
- Understanding test methods and procedures
- Analysis of test data and corrective action to prevent non conforming products
- Documentation and data control
- Care and maintenance of testing equipment
- Purchasing and calibration of testing equipment
- Developing and training for succession

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

MECHANICAL SUPERVISOR

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 25



Φ Required Educational and Professional Qualifications

Primary

GCE A/L - Biology/ Mathematics/ Commerce/ IT

Secondary

NCT (Mechanical) – Certificate/ Diploma

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

Safety - Certificate

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

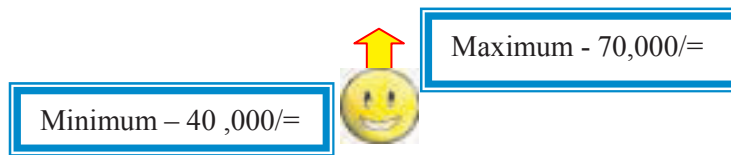
Φ Required Experience

Mechanical Supervisor – 03 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Managing on site the facilities team and third party sub-contractors ensuring they complete tasks on time and safely to required standards
- Providing an element of cost, programme, safety and build ability advice on proposed maintenance and capital improvement works
- Adherence to all statutory standards and regulations
- Liaise with Events teams and resolve any matters arising
- keeping up to date with and have an awareness of new products and new improved working methods that can add value by improving quality and reducing costs
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

PURCHASING OFFICER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 18



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Commerce

Secondary

Purchasing – Certificate

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	Team Work
Being Cooperative	Result Orientation

Φ Required Experience

Purchasing field – 03 Years

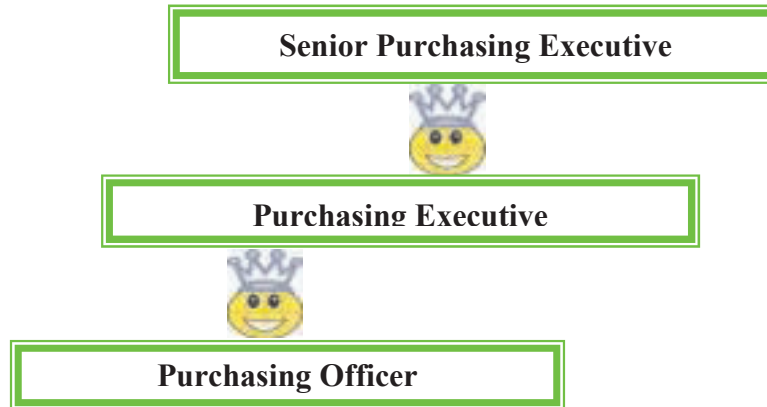
Φ Working Hours

8 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Purchase or contract for supplies, services and equipment required by any using agency, within the limits of the current budget
- Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment
- Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases
- Keep informed of current developments in the field of purchasing, prices, market conditions and new products
- Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specifications
- Maintain a bidders' list, vendors' file, and such other records as are needed for the efficient operation of the purchasing function

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

SITE SUPERVISOR

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit -19



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths/ Biology/ Commerce

Secondary

NDT – Diploma

NCT (Civil) – Certificate

HND – Diploma

NCED - Diploma

City & Guilds Construction

Site Diploma in Supervisor

or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

GCE A/L – Mathematics/ Biology/ Commerce - 10 Years

NDT – Diploma - 04 Years

NCT (Civil)

NCDA - Diploma

NCED – Diploma

HND in Quantity Survey – Diploma

City & Guilds Advanced

08 Years similar field

Φ Working Hours (Per Day)

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Following instructions, details, drawings, catalogues and etc
- Supervising and manage work, employees materials, machinery and tools
- Maintaining records for reconciliation of material, machinery and labour
- Taking safety precaution and following the Civil Law, Common Law
- Adhere to safety policy and practices, and create a positive and encouraging work atmosphere
- Monitor and supervise sub contractors on the site.
- Involving in work which not stipulated but assign by the management
- Performs other duties as assigned

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

STORES ASSISTANT

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 35

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Any Stream

Secondary

Logistic - Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

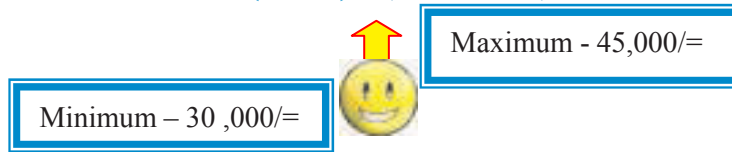
Φ Required Experience

02 Years

Φ Working Hours

08 Hours

Φ Remuneration (LKR) - (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Maintain the store and displays clean all times
- Greet customers and offer information about the products
- Make orders for customers and receive deliveries
- Make inventory and store goods
- Handle financial transactions
- Receive and solve complaints about the services or products
- Provide support to the Store Manager in implementing programs and execute operational and organizational objectives
- General office duties such as answer telephone, take orders, send emails, ensure maintenance at working place
- Assist the Store Manager when filing in forms, returns, and control documents according to agreed control procedures
- Ensure daily activities at the store

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

STORE KEEPER

Φ Gender Preference

Males Preferred

Φ Age Limit

Upper Limit - 55

Lower Limit - 20



Φ Required Educational and Professional Qualifications

Primary

GCE A/L

Secondary

Stores Management – Certificate/ Diploma

Material Management - Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Fair
Tamil	Fair

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Construction – Minimum 01 Year

Φ Working Hours

08 Hours

Φ Remuneration (LKR) – (Per Month)



Φ Career Pathway



Φ Level of Position

Operational Level

Φ Duties and Responsibilities

- Document maintaining
- Knowledge on procurement
- Maintaining, management and handling
- Stores maintenance
- Maintenance of working order

Φ Relevant Fields

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

TECHNICIAN

Φ Gender Preference

Males Only

Φ Age Limit

Upper Limit - 55

Lower Limit - 23



Φ Required Educational and Professional Qualifications

Primary

GCE O/L

Secondary

Technician - Certificate/ Diploma

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate
Tamil	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

Φ Required Experience

Technician – 02 Years

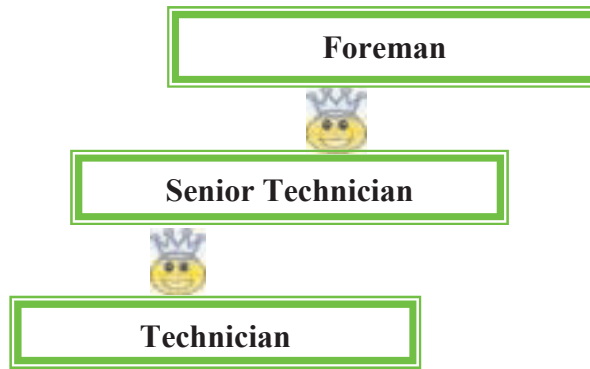
Φ Working Hours

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Operational Level

Φ **Duties and Responsibilities**

- Assists in the preparation of plans and specifications for the purpose of ensuring construction projects meet
- Attends meetings for the purpose of conveying and/or receiving information.
- Monitors contractor construction schedules for the purpose of ensuring projects are completed within established timelines
- Performs construction observation and inspection for the purpose of ensuring projects are completed within specifications and in compliance with state regulations.
- Performs daily construction project site visits for the purpose of reporting on the progress and quality of work.
- Prepares written materials (e.g. logs, photo logs, punch lists, correction tags, bid documents, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- Reviews a variety of documents and materials (e.g. contractor and subcontractor qualifications, change orders, contract documents, shop drawings, data, samples, post-bid documentation, punch lists, correction tags, etc.) for the purpose of ensuring accuracy of data and/or completing revisions

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

TECHNICAL OFFICER

Φ Gender Preference

Male Preferred

Φ Age Limit

Lower Limit - 22

Upper Limit - 55



Φ Required Educational and Professional Qualifications

Primary

GCE A/L – Maths

Secondary

NCT - Certificate

HNDE – Diploma

NDT – Diploma

City & Guilds Advance

Diploma in Construction

} or equivalent

Φ Language Skills

Language	Expected Level
Sinhala	High
English	Moderate

Φ Soft Skills

Job Related Knowledge	Being positive
Decision Making	Customer Oriented
Problem Solving	Outgoing Personality
Communication	Leadership
Ability to Utilize IT	General Knowledge
Being Cooperative	Result Orientation
Creativity and Innovativeness	Team Work

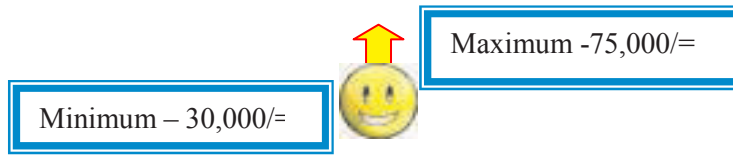
Φ Required Experience

Construction Sector – Minimum 2 Years for trade approved

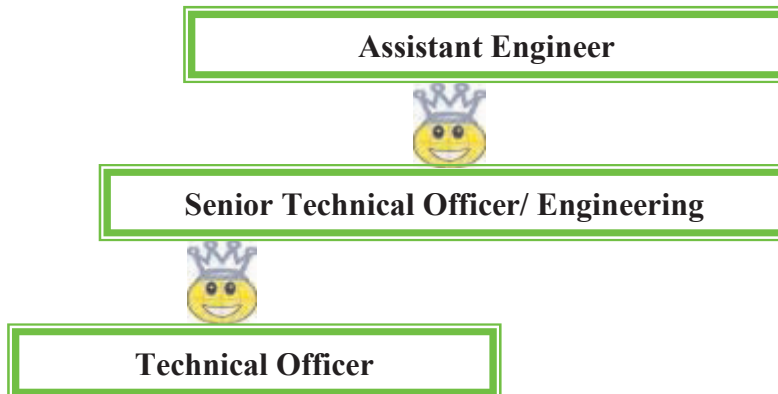
Φ Working Hours (Per Day)

08 Hours

Φ **Remuneration (LKR) – (Per Month)**



Φ **Career Pathway**



Φ **Level of Position**

Operational Level

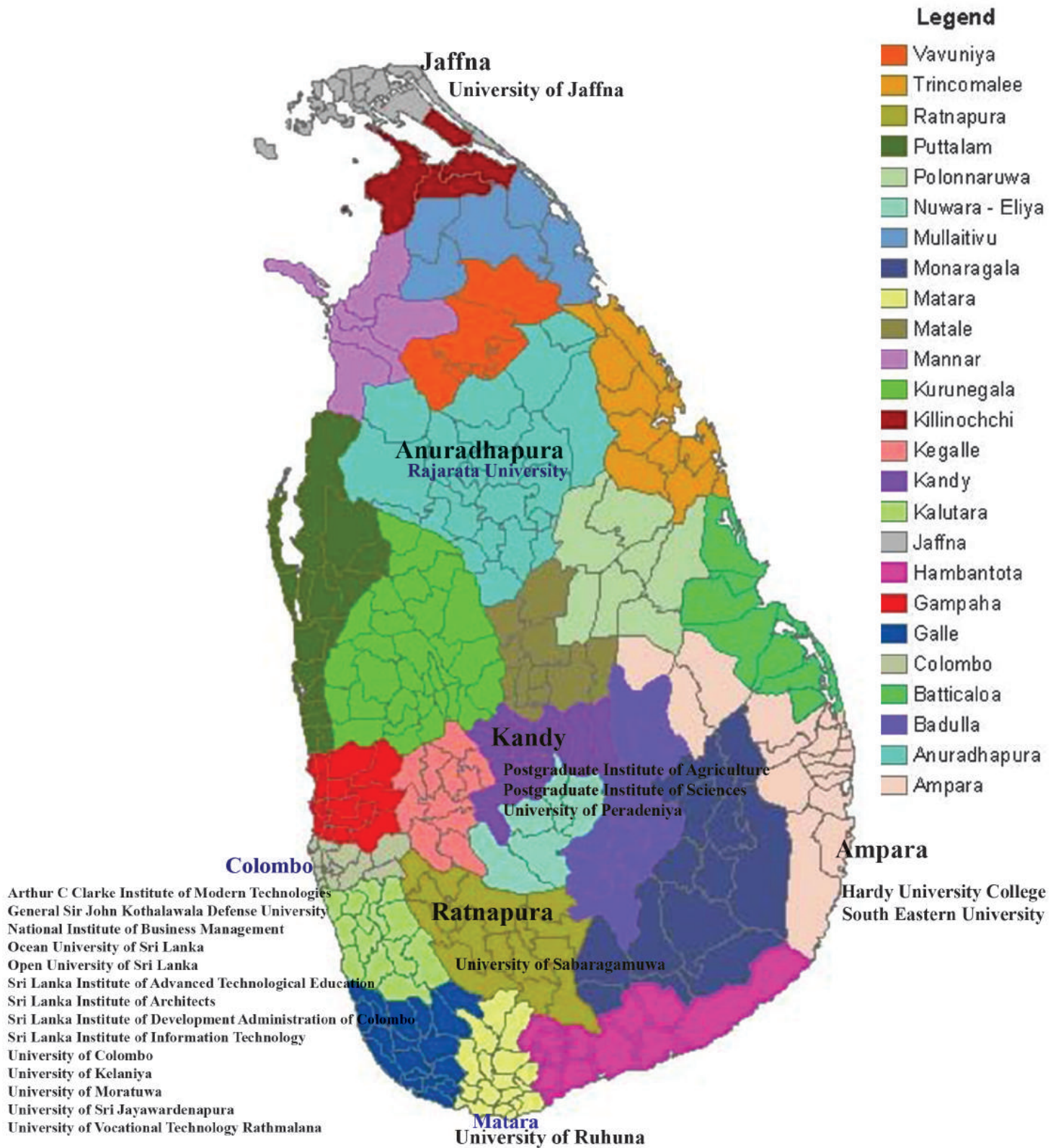
Φ **Duties and Responsibilities**

- Quality assurance of the all site work
- Organizing and arranging whole site work
- Labour and work management
- Preparing control and inspection plans in conjunction with the civil construction and site support
- Monitoring the on-site activities relating to buildings and the civil engineering infrastructure
- Making contributions to the monthly site report
- Maintaining a strong commitment to the implementation and perpetuation of the safety program, values and ethics.

Φ **Relevant Fields**

Building	Irrigation & Land Drainage	Specialized Construction Contractors
Bridge	Pilling	Roads & Highways
Water Supply & Drainage	Electrical & Mechanical Services	Dredging & Reclamation and Other Construction Sectors

PROSPECTIVE INSTITUTIONS WHERE QUALIFICATION CAN BE ACQUIRED



More information



PROSPECTIVE INSTITUTIONS WHERE QUALIFICATIONS CAN BE ACQUIRED ;

No	Name of the Institution	Address	Contact Details
1	Hardy University College	Iginiyagala Rd, Ampara	0632223035/0632222056
2	South Eastern University of Sri Lanka..	P.O. Box. 01, University Park, Oluvil	067-2255062
3	Rajarata University of Sri Lanka	Mihintale	025-2266643 / 226645
4	Arthur C Clarke Institute of Modern Technologies	BandaranayakaMw.,Moratuwa.	011-2650838
5	General Sir John Kothalawala Defense University	Kandawala Estate, Ratmalana.	011-2638654 / 2622995
6	National Institute of Business Management	Vijerama Mawatha, Colombo 07	0112 693 404 / 0112 692 272 / 0 112 685 805
7	Ocean University of Sri Lanka	Narah Road, Colombo.	011-4346975 011-4346995
8	Open University of Sri Lanka	21, Nawala Road, Nugegoda.	011-2881000 / 2806577
9	Sri Lanka Institute of Advanced Technological Education	320, T B Jaya Mawatha, Colombo10.	011 2 691307
10	Sri Lanka Institute of Architects	Colombo 07	011-2697109
11	Sri Lanka Institute of Development Administration of Colombo	No. 28/10, Malalasekara Mw., Colombo 07	011-5980200
12	Sri Lanka Institute of Information Technology	New Kandy Road, Malabe.	011-2413900
13	University of Colombo	No. 94, KumarathungaMunidasa, Colombo 03.	01-2581835 / 2584695
14	University of Kelaniya,	Dalugama, Kelaniya.	011-2903903 / 2911391
15	University of Moratuwa	Katubedda, Moratuwa.	011-2650301 / 011-2650534
16	University of Sri Jayawardenapura	Gangodawila, Nugegoda	011-2758000/ 2802696
17	University of Vocational Technology Rathmalana	No. 100, Kandawala Road, Ratmalana.	011-2630700
18	University of Jaffna	P.O. Box, 57, Thirunelvely, Jaffna.	Tel. 021-2218101 / 2218100
19	University of Ruhuna	Wellamada, Matara	041-2222681 / 2222682
20	Postgraduate Institute of Agriculture,	No. 55, Old Galaha Road, Peradeniya	081-2388318
21	Postgraduate Institute of Sciences	P.O.Box 25, University of Peradeniya, Peradeniya.	081_2385660
22	University of Peradeniya	Galaha Rd, Peradeniya.	081-2390000 / 081-2392000
23	University of Sabaragamuwa,	P.O. Box. 02, Belihuloya,	045-2280087 / 2280178