

MINISTRY OF TECHNOLOGY AND RESEARCH

INDUSTRIAL TECHNOLOGY INSTITUTE 363, BAUDDHALOKA MAWATHA, COLOMBO 07

The Industrial Technology Institute (ITI) a Statutory Board functioning within the purview of the Ministry of Technology & Research is a multidisciplinary research institute in Sri Lanka dedicated to the promotion of industrial development through R&D, contract, consultancy, training and technical services.

The Institute is seeking dynamic, energetic and resourceful candidates for the following posts. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

DEPUTY DIRECTOR (ADMINISTRATION & OPERATION)

BROAD DEFINITION OF THE NATURE OF FUNCTION, ASSIGNED TO THE ABOVE POST.

Management functions specifically assigned to the post, by the Board of Directors of the Institute, to facilitate/support the role of Director, relating to the functions conferred upon the Organization. Effective organizational ability necessary to lead and motivate staff, a positive attitude and the will to ensure that targets and deadlines are met absolutely vital.

1. Purpose of Position

To ensure that the institute's short and long term financial goals are achieved ensuring that the products and services developed by ITI are marketed profitably whilst maintaining a motivational climate throughout the institute with appropriate practices.

The position reports to the Director. The candidate will be responsible for the overall management of Departments of Human Resources, Finance and Marketing and Business Development through their respective Heads. The candidate should have excellent communication and analytical skills.

2. Minimum Qualifications/Experience

Post graduate degree from a recognized university in a relevant field

OR

A MBA from a recognized University majoring in Finance or Marketing or Human Resources

AND

A minimum of 18 years experience in administration, of which 10 years should have been in a senior leadership role in the field of Finance, Human Resources or Marketing.

3. GENERAL

Required Skills and Competencies

- Excellent leadership and management skills needed to lead and motivate staff
- Competency in operations and project management
- Excellent business orientation including domestic and international trade and development trends
- High analytical skills, imagination, sense of reality and achievement oriented
- Effective communication, both spoken and written and good presentation skills
- Ability to recognise opportunities for improvement and adapt in managing change
- Technically competent in financial matters
- Knowledgeable in relevant regulations- local, foreign and international
- A good understanding of national policies and programmes that impact Science and Technology
- Knowledgeable in Intellectual Property Regime- National and International

Age

Should be not less than 40 years and not more than 50 years but does not apply to applicants from ITI.

Terms of Office for Position

The appointment will be initially on contract for a period of three years subject to successful performance evaluation at the end of each year.

Salary

HM 2-2 Salary Scale

Rs.44755-1310x12-60475/- plus cost of living allowance , currently paid at Rs.5250/- per month.

Other Benefits: Performance Based Incentive, Encashment of unutilized medical leave, Reimbursement of telephone bills and a Transport allowance.

Closing Date of Applications - November 30, 2010

The Institute operates its own Provident Fund Scheme towards which the employees contribute 10% of the gross salary and the Institute 15%. A further 3% of the salary will be contributed by the employer to the Employees Trust Fund.

The selected candidates will be entitled to Performance Based incentives and other benefit schemes implemented by the Institute. Applicants presently employed in Government Departments/State Corporations/Statutory Boards should send in their applications through the respective Heads of their Establishments. An advance copy of the application may be sent direct.

Applications with complete Curriculum Vitae supported by photocopies of Certificates of Educational Professionals qualifications and experience together with names and addresses of two non-related referees should be sent under registered cover to the address given below. Applications of those who do not conform to these requirements will be rejected.

The post in respect of which the application is made should be indicated on the top left corner of the envelope.

**Director
Industrial Technology Institute
363, Bauddhaloka Mawatha,
Colombo 7.**