



National Building Research Organisation

Terms of Reference for obtaining services of an H R Manager

Designation	-	Human Resources Manager.
Basis	-	Contract/ Assignment
Duration	-	6 months (with possible extension up to one year)
Place of work	-	National Building Research Organisation, (Head Office) 99/1, Jawatte Road, Colombo 5

Background

The National Building Research Organisation (NBRO) is a statutory body (Public enterprise) functioning under the purview of the State Ministry of National Security and Disaster Management. NBRO operates with 06 technical divisions with Finance and Admin divisions. The approved cadre of the National Building Research Organisation is 386 and at present there are only 326 permanent staff.

Major functions of the institution are, landslide risk management, environmental management, human settlement planning & training, engineering project management, geotechnical engineering, and building materials testing and quality control. Three major laboratories are also functioning. In addition a major project called Reduction of Landslide Vulnerability by Mitigation Measures (RLVMMP) is functioning under NBRO.

National Building Research Organisation plans to hire an experienced human resource manager for human resource management activities of the institution and the project of Reduction of Landslide Vulnerability by Mitigation Measures (RLVMMP).

Accordingly, applications are invited from postgraduate level qualified H R Managers having proven experience of development and implementation of H R related work in a Corporation, Statutory Board/ Institution or a reputed private Institution.

Role of the assignment/contract

Development and implementation of Human Resource Management Plan and related work in the NBRO and the RLVMMP.

Major Tasks

(1) Amending the scheme of recruitment (SOR) of the institution;

- Study the present role of the organization and identify and report on the cadre positions / staff as required
- Studying the current posts of the institute and the subject area relevant to those posts and revising the qualifications of the scheme of recruitment related to the posts.
- Updating the role and the responsibilities, duties and functions related to the posts.

(2) Conducting efficiency bar tests

Conducting efficiency bar tests for all categories of employees covering the subject areas mentioned in the scheme of recruitment and implementation of a promotion scheme

(3) Preparation of an Establishment Code for the Institution (Manual of Procedure)

Preparation of an Establishment Code for Administration, Human Resources and Activities covering all sectors of the organization.

(4) Preparation of a human resource plan

Study the present role of the institute and prepare a human resource plan for the development of the entire staff of the institute covering all areas of the institute for the next 05 years.

and

Supervision and consulting of other human resources and administrative matters of the institution

Qualified HR managers should submit their applications and CV along with copies of educational qualification, experience and details of similar work done during the past with service certificates from previous workplaces.

This contract/ assignment is initially valid for a period of six months with possible extension up to 1 year based on the performance. Rs. 125,000.00 per month will be paid as remuneration for this contract/ assignment. The manager selected for this assignment must report to the workplace full time.

For more information please contact Mr. N S A K Cooray (Acting Director/Admin) by Tele. number 0714943117.

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Director general
National Building Research Organisation