



MINISTRY OF PUBLIC ADMINISTRATION & DISASTER
MANAGEMENT
NATIONAL BUILDING RESEARCH ORGANISATION
VACANCIES (ASSIGNMENT BASIS)



CLIMATE RESILIENCE IMPROVEMENT PROJECT (CRIP-UVA)

**CONSTRUCTION SUPERVISION OF RECTIFICATION OF UNSTABLE SLOPES
AND GROUND SUBSIDENCE OF UVA PROVINCIAL COUNCIL ROADS**

Applications are hereby invited from Sri Lankan citizens for the following positions for construction supervision of rectification of unstable slopes and ground subsidence of Uva Provincial Council roads funded by the World Bank. The Engineer of this project is National Building Research Organisation and the client is Uva Provincial Council. Landslide mitigation works are to be carried out in Uva provincial council roads of Badulla & Welimada.

SUPPORTING STAFF (Office Manager) - Post 01

Minimum Qualifications and Experience:

- G.C.E (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala/Tamil/English and Mathematics and three subjects at the G.C.E (A/L).
- A Bachelor's Degree from a recognized Sri Lankan University will be considered as an added qualification.

General Conditions

Shall be capable of working in English language to undertake the following office work,

- Day to day office management work including document handling
- Coordination with project staff, head office staff, contractors, and other stakeholders.
- Execute the instructions given by the NBRO project staff.

Preference will be given to those who have adequate experience in the relevant field. This position is exclusively on full time basis, for a period of 01 year.

Forwarding of Applications:

Please apply on or before **20th July 2019** with complete curriculum vitae and the names and contact details of two non-related referees along with copies of relevant certificates.

The post applying for & the project name should be marked on the top left hand corner of the envelope and applications should be sent by registered post to reach the following address:
(Applications not duly filled and not having required qualifications & experience and not supported by copies of certificates will be rejected without notice).

**Director General,
National Building Research Organisation ,
99/1, Jawatta Road,
Colombo.**

