

New Villages Development Authority for Plantation Region
(NEVIDA)

SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR IN
THE “SENIOR MANAGER” CATEGORY

File No : ... NVDA/SOR/01
MSD File No: ... DMS/1849

1. **Employee Category:**

Senior Manager

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Management Functions, relating to the role conferred upon the New Villages Development Authority for Plantation Region specifically assigned to the post, by the Board of Management of the New Villages Development Authority for Plantation Region, to facilitate/ support the role of the Chief Executive Officer.

(b) **Posts falling within this service category:**

Director

(c) **Job Description**

- Preparation and Implementation of development programme in the plantation region.
- Preparing Annual Action Plan, Procurement Plan etc.
- Progress monitoring and reporting
- Implementing remedial actions or changes when necessary
- Coordinating relevant functional activities between Regional offices and Head office
- Assisting Director General in financial, human resources and administration
- Supervising and coordinating their divisional staff and their activities
- Acting for The Director General and any other duties assigned from time to time by the Director General and Chairman.
- Performing the assigned duties and functions relevant to the Divisions and under his/her control as indicated in the NEVIDA manual or directions.

(d) **Nature of Appointment:**

Permanent with entitlement to Employees` Provident Fund and Employees` Trust Fund.

3. **Salary Scale ***

3.1 Salary Code and the Monthly Salary Scale of the employee category *

w.e.f. 01.01.2016:

HM 1-1 - 2016 Rs. [80,295 - 15 x 2,270 - 114,345/-]

3.2 In every letter of appointment salary code and salary scale should be Mentioned.

3.3 Cadre:

Directors - 02

4. **Recruitment to Senior Manager Category**

4.1 Required Qualifications:

External Candidates (1 or 2 below):

1. A Bachelor's Degree in Social Science, Science, Business Management, Business/Public Administration, or Engineering (Civil) which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Masters') in one of the above fields or Associate Membership/Corporate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of 15 years' experience at a "Managerial Level" in the state or Public Corporation, Statutory Board/ Institution or a reputed Statutory/Mercantile Establishment.

OR

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years' experience at a "Managerial Level" in the State or Public Corporation, Statutory Board/ Institution or a reputed Statutory/Mercantile Establishment.

4.2 Age:

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

4.3 Other: Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.4 Recruitment Procedure:

As determined by the appointing authority recruitments will be done by one of the following alternatives after calling for applications through a public advertisement or newspaper advertisement.

- (a) Recruitment of external candidates through a structured interview conducted by a panel appointed by the appointing authority.
 - (b) Recruitment of internal candidates through a structured interview conducted by a panel appointed by the appointing authority.
- i. All recruitments to this category should be strictly in compliance with the provision of this Scheme of Recruitment.
 - ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
 - iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment

Structured Interview:

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional educational/ professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely on the order of merit at the interview.

4.5 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

4.6 Confirmation

An employee appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

- 5.** Appointing authority will be the Board of Management of the New Villages Development Authority for Plantation Region.