

Posts of Director (Reform) Grade I of Sri Lanka Administrative Service Ministry of Justice, Prison Affairs and Constitutional Reforms

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative service to be appointed to the above post

Number of Vacancies - 01

In the absence of applicants of Grade I officers of the Sri Lanka Administrative Service, officers of Grade II of the Sri Lanka Administrative service with active and satisfactory service of 11 years will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterward subject to provisions of Public Service Commission Procedural Rule 121.

Applicant must forward their duly filled curriculum vitae to Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, NO.19, Sri Sangaraja Mawatha, Colombo 10 through the head of department to reach on or before 26th October 2023

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

2.0. Candidate Profile

2.1. Experience & Professional Qualifications;

- I. Preferably at least 03 years of experience in the field of International Relations. (Marks will be allocated for the experience on coordinating International organizations)
- II. Postgraduate degree as per the section 13.2.(a).i of the Sri Lanka Administrative Service Minute
- III. Proficiency in English

2.2. Strengths;

- I. Negotiator
- II. Explainer
- III. Strategic

2.3. Behavioral competencies

- I. Seeing the big picture
- II. Communication & Influencing
- III. Changing and Improving

3.0. Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview.

Selection will be based on assessment of seniority and merit at an interview.

3.1. Marking scheme

3.1.1 Director (Reform)

Heading	Maximum Marks	Method of assessment								
<p>Seniority</p> <p>Maximum marks will be awarded to the senior – most applicant and other applicants will receive marks for seniority proportionately.</p> <p>Note :-Satisfactory service period only be considered for the marks.</p>	50 Marks	Curriculum vitae (CV)/ Interviews								
<p>Experience</p> <p>Experience in the field of International Relations or Coordination of International Organization or handling foreign funded projects.</p> <p>Length of the service during the applicant had been in charge of the subject is going to be determined based on the copies of the letters of duty assignment by Secretary or the Head of the Department. All relevant letters should be submitted with CV.</p> <p>Exposures to the subject, the depth of knowledge or mastery in the field of International relations/coordination of International organization /handling foreign funded projects are assed. Marks will be given for the brief on following topic and the brief should be include to curriculum vitae as per the public service Commission circular 02/2022.</p>	<p>20 marks will be as follows.</p> <p>10 marks are allocated for the experience specified in 4.2 of the CV</p> <table border="1"> <thead> <tr> <th>Duration of exposure to the subject (Experience in the field of Coordination of foreign funded project.</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3≤5 years</td> <td>04</td> </tr> <tr> <td>5≤6 Years</td> <td>08</td> </tr> <tr> <td>6 Years ≤</td> <td>10</td> </tr> </tbody> </table> <p>10 marks</p> <p>Knowledge/mastery that has been acquired is going to be assed considering the answer to the question 4.3 in the CV and at the interview.</p> <p>Exposures to the subject, the depth of knowledge or mastery in the field of International relations/coordination of International organization /handling foreign funded project are assed in accordance with annex II of Public Service Commission Circular 02/2022</p>	Duration of exposure to the subject (Experience in the field of Coordination of foreign funded project.	Marks	3≤5 years	04	5≤6 Years	08	6 Years ≤	10	Curriculum vitae (CV)/ Interviews
Duration of exposure to the subject (Experience in the field of Coordination of foreign funded project.	Marks									
3≤5 years	04									
5≤6 Years	08									
6 Years ≤	10									

<p>Topic</p> <p>Please describe briefly one of the challenging cases you have dealt with international organization for the public sector reform and explain the knowledge you have gained through the experience (Max 150 words)</p>		
<p>Professional qualifications</p> <p>1) Having a postgraduate degree as per the section 13.2.(a).i of the Sri Lanka Administrative Service Minute</p> <p>2) Training in the field of Information Technology/ handling or Coordination of foreign funded project*</p> <p>3) Proficiency in English*</p> <p>*Marks will be awarded only for the highest qualification</p>	<p>10 marks</p> <p>a. Research based postgraduate degree -7 marks</p> <p>b. Taught postgraduate degree – 6 marks</p> <p>c. Postgraduate diploma – 4 marks</p> <p>d. Graduate/ postgraduate certificate – 2 marks</p> <p>a. Duration of 3 months or more – 2 mark</p> <p>b. Duration of 10 days or more – 1 mark</p> <p>c. Duration of 3 days or more – 0.5 mark</p> <p>a. Diploma in English obtained from recognized university or government training institute/ IELTS Academic overall score 6.5 or above, TOEFL –IBT 79 or above, TOEFL –CBT 213 or above TOEFL –PBT or above or master in English medium. 02 marks</p> <p>b. Certificate in English obtained from recognized university or government training institute – 01 mark</p>	<p>Curriculum vitae (CV)/ Interviews</p>

<p>Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.</p> <p>Marks will be given for the strength specified in 2.2 above</p>	<p>10 marks Marks should be awarded in accordance with annex II of Public Service Commission Circular 02/2022</p>	<p>Interview</p>
<p>Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3 above.</p> <p>Marks will be given for the behavioural competencies specified in 2.3</p>	<p>10 marks Marks should be awarded in accordance with annex II of Public Service Commission Circular 02/2022</p>	<p>Interview</p>

Note1: The term “recognized university” in the above marking scheme means a university recognized by the University Grant Commission of Sri Lanka.

Note2: All Postgraduate Qualification indicated in the marking scheme above should have been obtained from a University Grand Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have recognition of that commission



Secretary
Ministry of Justice, Prison Affairs and Constitutional Reforms

Date...06-10-2023