Ministry of Housing, Construction and Water Supply

National Housing Development Authority

Job Vacancies

Applications are invited from qualified citizens of Sri Lanka to fill the following vacant positions operating under the National Housing Development Authority of the Ministry of Housing, Construction and Water Supply.

Serial No.	Designation	Service Level	Salary Category	Number of Approved Vacancies
1	Deputy General Manager (Finance)	Senior	HM 1-3	1
2	Deputy General Manager (Planning, Research & Development)	Senior	HM 1-3	1
3	Assistant General Manager (Engineering Services & Construction)	Senior	HM 1-1	1
4	Assistant General Manager (Information Technology)	Senior	HM 1-1	1
5	Manager (Human Resource Management)	Senior	MM 1-1	2
6	Manager (Administration)	Senior	MM 1-1	25
7	Manager (Investigations)	Senior	MM 1-1	1
8	Manager (Supplies)	Senior	MM 1-1	1
9	Accounts Officer	Senior	Tertiary	22
10	Technical Assistant	Secondary	MA 2-2	21
11	Technical Assistant (Electrical)	Secondary	MA 2-2	1
12	Cashier	Secondary	MA 1-2	30
13	Electrician	Primary	PL 3	2
14	Record Keeper	Primary	PL 1	20
Total				129

(Table No. 01)

1. Deputy General Manager (Finance)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission in the fields of Accountancy, Commerce, or Business Administration (Finance, Accountancy).

AND

A postgraduate degree recognized by the University Grants Commission in the above-mentioned field of study or Associate Membership of a recognized chartered professional institution related to the field of study.

AND

Minimum 16 years of experience in management-level posts related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution.

OR

ii. Fellow Membership of a recognized chartered professional institution related to the field of study.

AND

Minimum 16 years of experience in management-level posts related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

Fulfilling the educational and professional qualifications specified for external applicants for the above post along with a minimum of 03 years of satisfactory service period in the relevant field of study in the post of Assistant General Manager (Financial Accounts / Management Accounts) in the Senior Management Service category (HM 1-1).

2. Deputy General Manager (Planning, Research & Development)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission in a field of study such as Planning, Research & Development, Management, Commerce, Public Administration, Business Administration, or Statistics.

AND

A postgraduate degree recognized by the University Grants Commission related to the above-mentioned field of study or Fellow / Corporate Membership of a recognized chartered professional institution related to the field of study.

AND

Minimum 16 years of experience in management-level posts related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

Fulfilling the educational and professional qualifications specified for external applicants for the above post along with a minimum of 03 years of satisfactory service period in the post of Assistant General Manager in the Senior Management Service category (HM 1-1).

3. Assistant General Manager (Engineering Services & Construction)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission related to Civil Engineering or Quantity Surveying.

AND

Fellow / Corporate Membership of a recognized chartered professional institution related to the field of study.

AND

Minimum 13 years of experience in management-level posts related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

ii. Fulfilling the educational and professional qualifications specified for external applicants for the above post along with serving in a post in the Management Service category (MM 1-3) related to the field of study and completing 13 years of satisfactory service period in a post in the Management Service category.

OR

iii. Fulfilling the educational and professional qualifications specified for external applicants for the above post along with completing 03 years of satisfactory service period in Grade I of a post in the Management Service category (MM 1-1) related to the field of study.

4. Assistant General Manager (Information Technology)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission related to the field of Information Technology.

AND

A postgraduate degree recognized by the University Grants Commission related to the above-mentioned field of study or Fellow / Corporate Membership of a recognized chartered professional institution related to the field of study.

AND

Minimum 13 years of experience in management-level posts related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

ii. Fulfilling the educational and professional qualifications specified for external applicants for the above post along with serving in a post in the Management Service category (MM 1-3) related to the field of study and completing 13 years of satisfactory service period in a post in the Management Service category.

OR

iii. Fulfilling the educational and professional qualifications specified for external applicants for the above post along with completing 03 years of satisfactory service period in Grade I of a post in the Management Service category (MM 1-1) related to the field of study

5. Manager (Human Resource Management)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission in the fields of Human Resource Management, Public Administration, Business Administration, Commerce, or Management.

AND

Minimum 01 year of experience related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution after obtaining the degree.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

ii. Completing a minimum of 05 years of satisfactory service period in the relevant field of study in a post in the Junior Management Service category (JM 1-1).

6. Manager (Administration)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission in the fields of Human Resource Management, Public Administration, Business Administration, Commerce, or Management.

AND

Minimum 01 year of experience related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution after obtaining the degree.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

ii. Completing a minimum of 05 years of satisfactory service period in the relevant field of study in a post in the Junior Management Service category (JM 1-1).

7. Manager (Investigations)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission in the fields of Public Administration, Business Administration, Commerce, Management, or Arts.

AND

Minimum 01 year of experience related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution after obtaining the degree.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

ii. Completing a minimum of 05 years of satisfactory service period in the relevant field of study in a post in the Junior Management Service category (JM 1-1).

8. Manager (Supplies)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A degree recognized by the University Grants Commission in the fields of Commerce or Management.

AND

Minimum 01 year of experience related to the relevant field in a government institution, state corporation, board, statutory body, or a recognized private sector institution after obtaining the degree.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

Completing a minimum of 05 years of satisfactory service period in the relevant field of study in a post in the Junior Management Service category (JM 1-1).

Additional Qualifications for MM 1-1 Salary Category Posts:

Obtaining membership in a recognized chartered professional institution relevant to each of the posts in the above-mentioned MM 1-1 salary category is considered an additional qualification.

9. Accounts Officer

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. A first degree recognized by the University Grants Commission in the fields of Accountancy, Commerce, Management, or Business Administration (Finance, Accountancy).

OR

ii. Obtaining the Higher National Diploma in Accountancy from the Sri Lanka Technical College / Sri Lanka Institute of Advanced Technical Education.

OR

iii. Passing the Intermediate Examination or a higher examination of the Institute of Chartered Accountants of Sri Lanka or a Chartered Accountancy Institute of another Commonwealth country.

OR

iv. Passing Parts I and II or a higher examination of the Cost and Management Examination conducted by a Chartered Management Accountancy Institute in the United Kingdom or another Commonwealth country.

OR

v. Passing Parts I and II or a higher level examination of the Association of Chartered Certified Accountants in the United Kingdom or another Commonwealth country.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

OR

ii. Completing a minimum of 05 years of satisfactory service period in the relevant field in the post of Management Assistant in Grade II of the Management Assistant (Non-Technical) (MA 1-2) service category.

10. Technical Assistant

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. Obtaining a Proficiency Certificate related to the construction field not less than National Vocational Qualifications (NVQ) Level Five (5) issued by a technical / vocational training institution recognized by the Tertiary and Vocational Education Commission.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

11. Technical Assistant (Electrical)

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. Obtaining a Proficiency Certificate in Electrical Technology not less than National Vocational Qualifications (NVQ) Level Five (5) issued by a technical and vocational training institution recognized by the Tertiary and Vocational Education Commission.

Internal Applicants:

i. Fulfilling the qualifications specified for external applicants for the above post.

12. Cashier

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. Passing in 06 subjects at one sitting with credit passes for 4 subjects including Sinhala/Tamil, Mathematics, English Language at the G.C.E. (Ordinary Level) Examination.

AND

Passing at least 03 subjects (excluding General English / General Common Test) at the G.C.E. (Advanced Level) Examination.

AND

Following a recognized vocational course in Computer Word Processing / Typing.

Additional Qualifications:

Completing one year of work experience in the Cashier post is considered an additional qualification.

Internal Applicants:

(a) Employees in Primary Grade - non-skilled, semi-skilled, and skilled service categories having the qualifications mentioned in (b), (c), and (d) below can apply for this.

(b) Passing in 6 subjects with credit passes for four (04) subjects including
(i) Sinhala/Tamil,
(ii) Mathematics,
(iii) English Language
at the G.C.E. (Ordinary Level) Examination.

AND

Following a recognized vocational course in Computer Word Processing / Typing.

(c) Holding a permanent appointment in service and having been confirmed in such appointments.

(d) Having completed a minimum of 05 years of continuous satisfactory service period in a permanent appointment immediately preceding the due date.

Notes: **Probationary periods served prior to permanent appointment to any post or served as a condition for permanent appointment to any post shall not be counted for the 5-year qualification period mentioned in paragraph (d). Temporary/casual service periods served prior to permanent appointment to any post shall not be counted for the 5-year qualification period mentioned in paragraph (d).**

13. Electrician

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

i. Possessing proficiency in electrical technology corresponding to a level not less than National Vocational Qualifications (NVQ Level 04) issued by a vocational training institution recognized by the Tertiary and Vocational Education Commission and obtaining a relevant proficiency certificate.

Internal Applicants:

i. Employees in a Primary Semi-Skilled (PL 2) or Primary Non-Skilled (PL 1) service category who have 5 years of experience in the relevant field and pass a Trade Test conforming to the job role in the relevant post at a technical college / vocational training institution not less than National Vocational Qualifications (NVQ) Level Two (02).

OR

ii. Fulfilling the qualifications specified for external applicants for the above post.

14. Record Keeper

Basis of Recruitment: Permanent

Educational / Professional Qualifications and Experience

External Applicants:

Appearing for the G.C.E. (Ordinary Level) Examination and passing in six (06) subjects.

Monthly Salary Scales and Age Limits

Serial No.	Designation	Salary Category	Salary Scale according to Management Services Circular (01/2025)	Age Limit
1 & 2	Deputy General Manager (Finance) Deputy General Manager (Planning, Research & Development)	HM 1-3	152,500/- - 15 x 4,100/- - 214,000/-	Not less than 35 years and not more than 55 years. (Upper age limit does not apply to internal applicants.)
3 & 4	Assistant General Manager (Engineering Services & Construction) Assistant General Manager (Information Technology)	HM 1-1	140,640/- - 15 x 4,100/- - 202,140/-	Not less than 35 years and not more than 55 years. (Upper age limit does not apply to internal applicants.)

5 to 8	Manager (Human Resource Management) Manager (Administration) Manager (Investigations) Manager (Supplies) PDF	MM 1-1 PDF	91,690/- - 10 x 2,480/- - 15 x 3,450/- - 168,240/-	Not less than 22 years and not more than 45 years. (Upper age limit does not apply to internal applicants.)
9	Accounts Officer	JM 1-1	72,650/- - 10 x 1,360/- - 18 x 2,040/- - 122,970/-	Not less than 22 years and not more than 45 years. (Upper age limit does not apply to internal applicants.)
10 & 11	Technical Assistant Technical Assistant (Electrical)	MA 2-2	50,540/- - 10 x 540/- - 7 x 630/- - 4 x 1,080/- - 20 x 1,280/- - 90,270/-	Not less than 18 years and not more than 45 years. (Upper age limit does not apply to internal applicants.)
12	Cashier	MA 1-2	46,220/- - 10 x 540/- - 7 x 630/- - 12 x 1,080/- - 12 x 1,280/- - 84,350/-	Not less than 18 years and not more than 45 years. (Upper age limit does not apply to internal applicants.)
13	Electrician	PL 3	43,280/- - 10 x 90/- - 10 x 540/- - 10 x 590/- - 12 x 630/- - 67,040/-	Not less than 18 years and not more than 45 years. (Upper age limit does not apply to internal applicants.)
14	Record Keeper	PL 1	40,500/- - 10 x 450/- - 10 x 490/- - 7 x 540/- - 15 x 590/- - 62,530/-	Not less than 18 years and not more than 45 years.

(Table No. 02)

Vacant Workplace Locations

Serial No.	Designation	Salary Category	Workplaces
1	Deputy General Manager (Finance)	HM 1-3	Head Office
2	Deputy General Manager (Planning, Research & Development)	HM 1-3	Head Office
3	Assistant General Manager (Engineering Services & Construction)	HM 1-1	Head Office
4	Assistant General Manager (Information Technology)	HM 1-1	Head Office
5	Manager (Human Resource Management)	MM 1-1 PDF	Head Office
6	Manager (Administration)	MM 1-1	Head Office - 04, District Offices of Ampara - 01, Kalutara - 01 Kegalle - 01, Kilinochchi - 01, Kurunegala - 01, Colombo - 01, Trincomalee - 01, Nuwara Eliya - 01, Puttalam - 01, Polonnaruwa - 01, Badulla - 01, Batticaloa - 01, Mannar - 01, Kandy - 01, Monaragala - 01, Jaffna - 01, Ratnapura - 01, Vavuniya - 01, Hambantota - 01 and Colombo North City Office - 01, Colombo South City Office - 01
7	Manager (Investigations)	MM 1-1	Head Office
8	Manager (Supplies) PDF	MM 1-1 PDF	Head Office
9	Accounts Officer	JM 1-1	Head Office - 03, District offices of Anuradhapura - 01, Ampara - 01, Kalutara - 01, Kegalle - 01, Kilinochchi - 01, Kurunegala - 01, Gampaha - 01, Galle 01, Trincomalee - 01, Polonnaruwa - 01, Badulla - 01 Batticaloa - 01, Mannar - 01, Matale - 01, Mullaitivu - 01, Monaragala - 01, Jaffna - 01, Vavuniya - 01, Hambantota - 01
10	Technical Assistant	MA 2-2	District Offices of Kalutara - 01, Kegalle - 01, Kurunegala - 06, Gampaha - 04, Kandy - 03, Galle - 01, Ratnapura - 03 - Colombo North City Office - 01, Colombo South City Office - 01
11	Technical Assistant (Electrical)	MA 2-2	Head Office
12	Cashier	MA 1-2	Head Office - Finance Division - 03, District offices of Anuradhapura - 01, Ampara - 01, Kalutara - 01, Kegalle - 01, Kilinochchi - 01, Kurunegala - 01, Colombo - 01, Gampaha - 01, Galle - 01, Trincomalee - 01, Nuwara Eliya - 01, Puttalam - 01, Polonnaruwa - 01, Badulla - 01, Batticaloa - 01, Mannar - 01, Kandy - 01, Matara - 01, Matale - 01, Mullaitivu - 01, Monaragala - 01, Jaffna - 01, Ratnapura - 01, Vavuniya - 01, Hambantota - 01 District Offices and Colombo North City Office - 01, Colombo South City Office - 01
13	Electrician	PL 3	Head Office
14	Record Keeper	PL 1	Head Office - 01, District offices of Anuradhapura - 01, Ampara - 01, Kalutara - 01, Kegalle - 01, Kurunegala - 01, Colombo - 01, Gampaha - 01, Galle 01 - Trincomalee - 01, Puttalam - 01, Polonnaruwa - 01, Badulla - 01, Batticaloa - 01, Kandy - 01, Matara - 01, Monaragala - 01, Jaffna - 01, Ratnapura - 01, Vavuniya - 01

(Table No. 03)

Method of Recruitment

Recruitment will be made through an open competitive examination and/ or a structured interview conducted by a board appointed by the appointing authority.

General Conditions

- ➢ The applicant must be a citizen of Sri Lanka.
- ➢ Must possess the physical and mental fitness required to efficiently perform the duties entrusted to the post as well as to serve in any part of the island.
- ➢ Must be of excellent character.

Other Benefits Provided by the National Housing Development Authority

- ➢ Medical benefits
- ➢ Leave allowances
- ➢ Incentive and bonus payments
- ➢ Professional allowances (for posts in HM and MM salary categories) and other approved allowances
- ➢ Official traveling expenses and composite allowances
- ➢ Employee loan facilities at concessional interest rates (staff housing loans, disaster loan facilities), other welfare facilities according to circulars

When recruiting to a post in the HM service category, management-level and senior management-level service experience is expected, and such level of experience can only be considered after completing the first degree.

When recruiting to a post in the MM salary category, for a Middle Management (MM) post where a degree is a basic qualification, there must be one year of experience in the immediate lower post, i.e., Junior Management (JM) level, and experience in a Management Assistant post cannot be applied for that.

The above-mentioned age limits do not apply to employees currently serving in the Government / State Corporation / Board / Statutory Body.

Applicants currently working in Government / State Corporations / Boards / Statutory Bodies must submit their applications through their Heads of Institutions.

When submitting your application for the above-mentioned vacant posts, you must provide the following information:

a. Curriculum Vitae (CV)

b. Certified copies of certificates confirming qualifications and experience

c. Contact telephone numbers

d. A certified copy of the National Identity Card / Passport / Driving License

Qualifications for the post you are applying for must be fulfilled in all respects by the closing date for receiving applications.

A structured interview will be conducted by an interview board appointed by the appointing authority, and selections will be made in order of merit among those who obtain the highest marks.

The final decision regarding the selection of qualified persons rests with the National Housing Development Authority.

A CV containing all details along with certified copies of relevant certificates and the names, addresses, and phone numbers of two non-related referees should be sent by registered post to the address below within 14 days of this advertisement.

N.B.: Incomplete applications will be rejected without notice for any reason.

Please clearly note the applied post on the top left corner of the envelope.

Chairman
National Housing Development Authority,
Sir Chittampalam A. Gardiner Mawatha,
Colombo 02.

Telephone Numbers: 011 2446180 / 011 2473913