

**Human Rights Commission of Sri Lanka**

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF  
"SENIOR MANAGER" (OTHER THAN C.E.O)**

File No: HRC/DI/AD/48(III)

MSD File No: DMS 1020 VOL III

01. **Employee Category:**

Senior Manager (HM 2-1)

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

Management Functions relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Commissioners of the organization, to facilitate / support the role of the Chief Administrative Officer.

Secretary is the Chief Administrative Officer of the Human Rights Commission of Sri Lanka

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

Secretary

(c) **Job Description**

- The Secretary serves as chief administrative officer, in partnership with the Commission and is responsible for the success of the Organization. Assures the accomplishment of the Organization's mission and vision, and the accountability to its diverse constituents.
- Caries out the responsibilities, in accordance with the direction and policies established by the Commission.
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- Monitors and evaluates Commission's relevancy to the community, its effectiveness, and its results.
- Keeps the Commission fully informed on the condition of the Organization on all the important factors influencing it.
- Provides general oversight of all activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Recommends staffing and financing to the Commission in accordance with decisions of the Commission, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversees the fiscal activities of the organization including budgeting, reporting and audit.
- Any other work related to the HRCSL activities.

(d) **Nature of Appointment:**

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

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03. **Salary Scale**

3.1 **Salary Code and the Monthly Salary Scale of the employee category**  
HM 2-1-2016 - Rs. [91,645 - 12 x 2,700 – 124,045]

(\*Only the respective salary code and the salary scale approved by the DG MSD to be stated)

However till 01.01.2020 remuneration for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 02/2016.

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

3.3 **Carder : 01**

04. **Recruitment to Senior Manager Category**

4.1 **Qualifications:**

**External : (1 or 2 or 3 below)**

1. A Bachelor's Degree recognized by UGC in Law / Social Sciences / Management or any other relevant field or Attorney at Law.

WITH

A Postgraduate Degree qualification (Master's) in Law / Social Sciences / Management or any other relevant field or Associate Membership of a recognized professional institution in Management.

AND

Minimum of 20 years experience in "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Public or Provincial Service, Corporation, Statutory Board/Institute or a reputed private institution.

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

AND

Minimum of 15 years experience at a "Managerial Level" in a Public or Provincial Service, Corporation, Statutory Board/Institute or a reputed private institution.

3. A Bachelor's degree recognized by UGC in Law / Social Sciences / Management or any other relevant field or Attorney at Law.

AND

PhD Degree in Law / Social Sciences / Management or any other relevant field.

AND

At least 05 years experience at Senior Managerial Level with a proven track record and Management experience in a Public or Provincial Service, Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

**Internal : Internal : (1 or 2 below)**

1. A Minimum of five (5) years satisfactory service in a post in the senior manager (HM) Category in the subject area relevant to the post.

**AND**

2. A proven ability to lead and direct multi-disciplinary teams and experience in proper deployment and efficient management of human and other resources.

**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 Commission recruitment will be done after calling applications through a public advertisement or a Newspaper advertisement followed by 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 provisions 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 provisions in this Scheme of Recruitment shall supersede the provisions in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

**4.5 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
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	100 Marks
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Appointments will be made purely in the order of merit at the interview

**4.6 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.

**4.7 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.

**4.8 Salary at Recruitment:**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

5. Appointing authority will be the Board of Commissioners of the Human Rights Commission.

**6. Definition:**

6.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

6.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

**Recommended the above Scheme of Recruitment**

**Dr. N. D. Udagama**  
Chairperson  
Human Rights Commission of Sri Lanka

*[Signature]*  
**Signature of the Chief Executive Officer**  
(Official Seal)

**Date: .14.05.2018**

**Above Scheme of Recruitment is approved**

*[Signature]*  
**Director General,**  
**Department of Management Services**  
**H. G. Samarasinghe**  
Director General  
Department of Management Services  
General Treasury  
Colombo-01

**Date: .....17/01/18**