

Human Rights Commission of Sri Lanka

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"SENIOR MANAGER"

File No.

REF ID No. DMS/1771 Vol III

II. Employee Category:

"Senior Manager" (HM 1-1) ✓

(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 commissions of the human right commission, to facilitate / support the role of the Chief Executive Officer.

(b) Posts falling within this service category:

✓ Director

(c) Job Description

Director (Admin & Finance) :

- ✓ ○ Provides effective Office administration, Human Resource management and Financial management support to the Commission for its efficient functioning.

Director (Complaints and Inquiries) :

- Assists the Commission in the execution of its mandate for inquiring into allegations of infringement or imminent infringement of fundamental rights and for arranging the grant of redress. Surveillance of arrests and detentions and monitoring the welfare of persons arrested and detained are also tasks assigned to the Director

Director (Research and Monitoring) :

- Assists the Commission to fulfill its duty to monitor the state of Human and Fundamental Rights in relation to laws, procedures of state agencies and practices and to take or cause to be taken remedial action arising from such monitoring.
- Undertake the research activities in the relevant subject areas.

Director (Special Programmes and Education) :

- Assist the Commission in its duty to promote and enhance the Human Rights of disadvantaged and vulnerable groups, to educate the general public and relevant groups on Human Rights and to build up the capacity of civil society to protect their rights and the right to seek redress for violations.

Director (International Affairs) :

- Assist the Commission on regional & international cooperation.
- Prepares reports to regional and international organizations such as UPR, Treaty bodies, ICC and any other.

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(d) Nature of Appointment:

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

03. Salary Scale

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

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

However, till 01.01.2020 remunerations 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	Cadre: Director (Administration & Finance)	01
	Director (Inquiries & Investigations)	01
	Director (Research & Monitoring)	01
	Director (Education & Special Programmes)	01
	Director (International Relations)	01

04. Recruitment to Senior Manager Category

4.1 Qualifications:

4.1.1 External Candidates

Director (Administration & Finance) : : (1 or 2 or 3 below)

1. A Bachelor's degree in Social Science which is recognized by the U.G.C.

WITH

A postgraduate degree qualification(Masters) in the relevant field or Associate Membership of a recognized professional Chartered institute, which is relevant to the subject area of the post.

AND

A minimum of 15 years experience at a Managerial Level in the Public Sector, Corporation, Statutory Board/Institution or a reputed Private Institution.

OR

2. Full Membership of a recognized professional Chartered Institute which is relevant to the subject area of the post.

AND

A minimum of 15 years experience at a Managerial Level in the Public Sector, Corporation, Statutory Board /Institution or a reputed Private Institution.

OR

3. Class I Officer in Sri Lanka Administrative Service (SLAS) with education qualification specified in no. 01 above.

Director (Inquiries and Investigations) : (1 or 2 below)

1. A Bachelor's Degree in Law or Attorney At Law with a Postgraduate Qualification (Masters') in Law which is recognized by the U.G.C.

AND

Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board /Institution or a reputed Private Institution or relevant non-Governmental Organization.

OR

2. Class I Officer of Executive Grade in public sector with education qualification specified in no. 01 above.

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Director (Research and Monitoring) : (1 or 2 below)

1. A Bachelor's Degree in Law, Social Sciences or relevant subject field or Attorney At Law with a Postgraduate Qualification (Masters') in Law, Social Sciences or relevant subject field which is recognized by the U.G.C.

AND

Minimum of 15 years' experience at a "Managerial Level" in research capacity in a Corporation, Statutory Board /Institution or a reputed Private Institution or relevant non-Governmental Organization.

OR

2. Class I Officer of Executive Grade in public sector with education qualification specified in no. 01 above.

Director (Education & Special Programmes) : (1 or 2 below)

1. A Bachelor's Degree in Law, Social Sciences or relevant subject field or Attorney At Law with a Postgraduate Qualification (Masters') in Law, Social Sciences or relevant subject field which is recognized by the U.G.C.

AND

Minimum of 15 years' experience at a "Managerial Level" in a field of Human Rights in a Corporation, Statutory Board /Institution or a reputed Private Institution or relevant non-Governmental Organization.

OR

2. Class I Officer of Executive Grade in public sector with education qualification specified in no. 01 above.

Director (International Relations) : (1 or 2 below)

1. A Bachelor's Degree in Law, Social Sciences or relevant subject field or Attorney At Law with a Postgraduate Qualification (Masters') in Law, Social Sciences or relevant subject field which is recognized by the U.G.C.

AND

Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board /Institution or a reputed Private Institution or relevant non-Governmental Organization.

OR

2. Class I Officer of Executive Grade in public sector with education qualification specified in no. 01 above.

4.1.2 Internal Candidates : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of a minimum of five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post.

✓ 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 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.

Structured Interview:

Marks allocated for the interview are as follows:

• Relevant additional experience	30 Marks
• Relevant additional qualifications	30 Marks
• Other achievements	15 Marks
• Performance at the interview	25 Marks

	100 Marks
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Appointments will be made purely in 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.

4.7 **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.

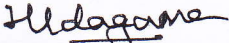
5. **Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)**
- 5.1 All employees who are in the cadre of Human Rights Commission in the employee category of Senior Manager on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded HM-1-1 under MSD Circular No.30, will be absorbed into the Senior Manager category and the Salary scale coded HM-1-1 in terms of the provisions in clause 4 of Chapter VII of the Government Establishment Code.
- 5.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/ she should not be placed on the next higher salary step in terms of Clause 4.4 Chapter VII of the Government Establishment Code.
- 5.3 The period of service will have to be counted with effect from the date of appointment to the respective category.
06. Appointing authority will be the Board of Commissioners of the Human Rights Commission.

07. **Definition:**

- 7.1 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.
- 7.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date: .. 22.12.2016


Signature of the Chief Executive Officer
(Official Seal)

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

Recommended and forwarded for approval

Date:


Signature of the Secretary of the Ministry
(Official Seal)

P. B. ABEYKOON
Secretary to the President

Above Scheme of Recruitment is approved

Date: 13/3/17


Director General,
Department of Management Services

H. G. Sumanasinghe
Director General
Department of Management Services
General Treasury
Colombo-01