



RECRUITMENT OF PROJECT STAFF



DIGITALIZATION OF TERRESTRIAL TELEVISION BROADCASTING (DTTB) PROJECT MINISTRY OF HEALTH AND MASS MEDIA

Government of Sri Lanka has decided to expedite the migration of the analog terrestrial television broadcasting network into digital, keeping Sri Lanka in par with the current global trends in the field of television broadcasting. This project further supports the broader enhancement of digital economy in Sri Lanka by freeing up spare spectrum used for analog frequencies. The project is funded by Japan International Cooperation Agency (JICA).

Applications are called from prospective candidates who work in either public/private sector, preferably from those who have experience in handling foreign-funded projects, to recruit on contract basis for below-mentioned posts.

(1.) Assistant Project Director (Engineering) – 01 (PS 3)

Responsibility:

Assistant Project Director (Engineering) will be directly responsible for Project Director/Deputy Project Director (Engineering) for the technical activities carried out by the Project Management Unit.

Qualifications:

Category I:

A successfully completed bachelor's degree in the field of Electronics and Telecommunication Engineering Science or Electrical and Electronic Engineering Science, which is recognized by the UGC,

or

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field

or

An Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field

With

At least 12 years of post-qualifying experience at managerial level

Category II:

Above qualifications with a postgraduate degree in the relevant field or corporate/chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with at least 9 years of post-qualifying experience at managerial level.

Category III:

Class I officer of a government all island services or a similar status in the relevant field

With at least four years of experience in the class I post.

(2.) Assistant Project Director (Accounting) – 01 (PS 3)**Responsibility**

Assistant Project Director (Accounting) will be directly responsible for Project Director/Deputy Project Director (Admin/Finance) for the financial activities carried out by the Project Management Unit.

Qualifications:**Category I:**

A successfully completed bachelor's degree in the field of Finance, Accounting, which is recognized by the UGC,

or

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field

or

An Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field

With

At least 12 years of post-qualifying experience at managerial level

Category II:

Above qualifications with a postgraduate degree in the relevant field or corporate/chartered membership or a similar professional qualification obtained from a recognized professional

institution in the relevant field with at least 9 years of post-qualifying experience at managerial level.

Category III:

Class I officer of a government all island services or a similar status in the relevant field

With at least four years of experience in the class I post.

(3.) Assistant Project Director (Monitoring and Evaluation) - 01 (PS 3)

Responsibility

Assistant Project Director (M&E) will be directly responsible to the Project Director for the progress, monitoring & evaluation activities carried out by the Project Management Unit.

Qualifications

Category I:

A successfully completed bachelor's degree in the field of Management, which is recognized by the UGC,

or

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field

or

An Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field

With

At least 12 years of post-qualifying experience at managerial level

Category II:

Above qualifications with a postgraduate degree in the relevant field or corporate/charted membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with at least 9 years of post-qualifying experience at managerial level.

Category III:

Class I officer of a government all island services or a similar status in the relevant field

With at least four years of experience in the class I post.

(4.) Technical Officer – 02 (PS 6)

Responsibility

Technical Officer will be responsible for the activities assigned to him by the Assistant Project Director (Engineering) or any other supervisor assigned to him. The selected candidate is liable to discharge the official responsibilities of this post anywhere in the country on formal notice given instantly or with due notice.

Qualifications

National Vocational Qualification (NVQ 7) issued by a Technical/ Vocational Training Institute Accepted by Tertiary and Vocational Education Commission for post related to Technical Field.

with

03 years of post-qualification experience in the relevant field.

or

National Vocational Qualification (NVQ 6) issued by a Technical/ Vocational Training Institute Accepted by Tertiary and Vocational Education Commission for post related Technical Field.

with

08 years of post-qualifications experience in the relevant field.

(5.) Project Secretary – 01 (PS 6)

Responsibility

Project Secretary will be responsible for handling all administrative tasks assigned by the Project Director. The selected candidate must be able to carry out assigned duties in a professional manner with minimal direction. Excellent computer literacy and fluency in both speaking and writing in English with strong PR skills will be an added advantage.

Qualifications

Having passed the GCE O/L examination in six (6) subjects with four (4) credit passes including English and Sinhala/Tamil language

with

Secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary with minimum 5 years' experience in relevant field

or

A chartered Secretary with 4 years of experience in relevant field

(6.) Project Officer – 02 (PS 6)

Responsibility

Project Officer will be responsible for handling all administrative tasks assigned by the supervisors. The selected candidate must be able to carry out assigned duties in a professional manner with minimal direction. Work experience in English speaking and multicultural working environment along with excellent level of computer literacy (MS package: Word, Excel, Power Point, email communication and report writing skills in English) will be an added advantage.

Qualifications

A successfully completed bachelor's degree in the relevant field, which is recognized by the UGC,

or

A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field

With

At least 03 years of post-qualifying experience

(7.) Management Service Officer – 02

Responsibility

Management Service Officer will be responsible for handling all clerical works related to the project assigned by the supervisors. The selected candidate must be able to carry out assigned duties in a professional manner with minimal direction. Work experience in English speaking and multicultural working environment along with excellent level of computer literacy (MS package: Word, Excel, Power Point, email communication in English) will be an added advantage.

Qualifications

Having passed the G.C.E (A/L) examination with credit passes for at least two subjects in one setting.

With

At least 03 years of post-qualifying work experience.

At least two years working Experience as a Management Service Officer is an added advantage.

(8.) Driver – 02

Responsibility

The Driver is responsible for driving car/Van/Jeep type vehicles. He will work in the project office providing transport facility for the project staff. He will have to drive during holidays and anywhere in the country as the requirement rises even at short notice.

Qualifications

Having passed the G.C.E. (O/L) examination in six (6) subjects with credit passes for at least two subjects including Sinhala/Tamil at not more than two settings.

A valid driving license to drive above mentioned vehicles issued by the Department of Motor Traffic in Sri Lanka,

Physically fit for driving long distance, urban areas as well as in hilly areas.

With

At least 03 years of post-qualifying experience in driving

(9.) Office Assistant – 01

Responsibility

Office Assistant is responsible for handling all administrative tasks assigned by the supervisors. The selected candidate is liable to discharge the official responsibilities of this post anywhere in the country on formal notice given instantly or with due notice.

Qualifications

Having passed the G.C.E (O/L) examination in six (6) subjects with credit passes for at least two subjects including Sinhala/Tamil at not more than two settings.

Experience as an Office Assistant is an added advantage.

Other Details

Remunerations

According to the Management Services Circular No. 01/2019 and any updates thereafter.

Age Limit

Below 54 years as at the closing date of application

Other Requirements

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.
- iii. Should be of excellent moral character

Prerequisites:

- iv. Should be of Proficiency in English,
- v. Should be of familiarity with the Government rules & regulations,
- vi. Computer literacy,

Added Advantages:

- vii. Work experience in handling foreign funded projects in Sri Lanka.

Applicants meeting the above requirements shall send their CV along with a covering letter and documentary evidence to support qualifications and experience by registered post on or before 11th June 2025 to reach the address given below and indicate the post applied for on the top left-hand corner of the envelope. Soft copy of the above will also be emailed to pddttb@media.gov.lk.

Project Director
Digitalization of Terrestrial Television (DTTB) Broadcasting Project,
163, Kirulapone Avenue,
Polhengoda,
Colombo 05.

NOTE:

- Applicants currently in government/semi government services should forward their applications through their respective Head of the Departments with their consent to release from the current position.
- Applied post should be clearly stated on the top left-hand corner of the envelop containing the application or heading of the email communication.
- The decision of the Secretary, Ministry of Health & Mass Media is final and conclusive on the above recruitments.

Secretary

Ministry of Health & Mass Media

29th May 2025