

Department of Public Finance
Recruitment for the Position of Development Officers

About the Department

The Department of Public Finance under the purview of the Ministry of Finance and Planning creates a sound Public Finance Regulatory Framework to improve transparency and accountability to improve service delivery in the Public Sector.

Mission

Formulate, develop, review, follow up and update the systems and procedures in the Public Financial Management in order to strengthening broader governance environment within which public sector operates supporting institutions for public accountability.

1. Job description

- I. Position - Development Officer
- II. Duties - The duties related to the key responsibility of the Department such as research, collection of Information and data, preparation of reports, assistance to prepare new systems, procedures, guideline, organization of meetings, preparation of agenda and minutes of meetings, obtaining information through e-mail and telephone, updating reports and any other duties assigned by the Head of Department when required.

2. Salary Scale - The salary scale of Rs.15,215 -10x215-4x240-7x320-15x360-25,965/- of MN 4-2006 A salary step in Public Administration Circular 06/2006 (IV) is applicable to this post.

3. Required Qualifications

The officers who were recruited under Graduate Trainee Scheme and presently serve as Development Officers in public sector can apply for this post.

- Educational Qualifications

Should possess a degree from a university recognized by University Grant Commission with at least one of following subjects.

Management, Accountancy, Economics, Law, Statistics, Mathematics

- **Other Qualifications**

Computer Diploma Course conducted by an accredited institutions or Full/ Part professional qualification in Accountancy, Law from a recognized institute and ability for performing duties in both Sinhala and English Languages are additional qualifications.

4. Method of Selection

The selection of applicants will be carried out in two steps.

- Initially qualified and experienced applicants will be selected through an interview.
- Thereafter selected applicants will be evaluated through a computer test and writing test.

5. Criteria used in the selection process

- Writing communication (Sinhala/ English)
- Oral communication (Sinhala/ English)
- Team work
- Performing different tasks at one time
- Honesty/ Confidentiality
- Organizational skills
- Maintaining a satisfactory public relationship
- Flexibility
- Performing duties after normal office hours when necessary
- Ability of research, analyzing and reviewing information and data

6. The method of forwarding applications

The duly filled applications using both sides of A4 paper in accordance with the specimen attached herewith should be sent to Director General, Department of Public Finance, General Treasury, Colombo 01 by registered post and E-mail on or before 25th of July 2014

E-mail Address : chathurad@pfd.treasury.gov.lk

Specimen

Post of Development Officer - Department of Public Finance

01. Name

01.1 Name with initials :-

01.2 Full Name :-

02. Address :-

02.1 Permanent Address :

02.2 Temporary Address :

02.3 Permanent residing district/Divisional Secretariat Division :

02.4 Telephone No. : Mobile :

03. 03.1 Date of Birthday : Year : Month : Date :

03.2 Age of on 25^h July 2014. : Years : Month : Date :

03.3 National Identity card No. :

03.4 Sex :

03.5 Civil Status :

04. Educational Qualifications :-

04.1 Degree and class obtained :

04.2 University and Year :

05. Other Qualifications :-

06. Ministry/ Department at where currently working :

07. Applicant's declaration

I do hereby declare that the above mentioned all facts are true and accurate.

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Date

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Applicant's signature

Certification of institutional Head

This is to certify that an information mentioned by Mr/Mrs/Miss are accurate and he/ she has been working at this institute since he/ she had not been subjected to any disciplinary order and it had not been intended to do so. if he/ she will be selected to this post, he/ she can be released from the post which presently bears.

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Date

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Signature of Head of
Department/Institution
(official frank)