



Telecommunication Regulatory Commission of Sri Lanka



VACANCIES

Applications are invited from qualified candidates to fill the following vacancies at the Telecommunication Regulatory Commission of Sri Lanka (TRCSL)

Assistant Director (External)

(in the fields mentioned below)

Post	Job Description
Assistant Director (Competition)	<ol style="list-style-type: none"> 01. Handling all competition Issues relating to economic and financial aspects of Telecommunication regulation in the country. 02. Monitor and forecast the financial trends in the telecommunication sector internationally and assess the Economic implications to the local sector. 03. Implementation of dynamic realignment of a tariff and cost analysis structure for fair competition. 04. Processing and analyzing all tariff applications and submit the recommendations to the commission 05. Conduct and direct the operator and sector analyses and identify the special trends and assess their impacts on the Socio-Economic developments. 06. Handling the financial analysis and modeling of telecommunication operator costs and revenue for regulatory purposes. 07. Establishment of revenue and cost targets for the operators and local sector
Assistant Director (Network)	<ol style="list-style-type: none"> 01.Coordinating and resolving Disputes on Telecommunication Infrastructure developments. 02.Maintaining Data Base on Telecom Infrastructure 03.Approving Transmission plans for Operators 04.Assisting operators in sharing infrastructure facilities. 05.Testing, evaluation and issuing type approval certificates and clearance certificates for import and export of Telecommunications items 06.Monitoring interoperability and Interconnection Network. 07.Implementation of numbering system for telecom sector in Sri Lanka 08.Handling public complaints on radio transmission, towers, base station installations and Electro-magnetic radian effects 09. Monitoring and Developing the New Telecommunication facilities in the country in following fields. <ol style="list-style-type: none"> i. New Generation Network and Security matter Networks ii. Voice of IP and Internet based services Networks iii. Products and Technical Compliance iv. Information Technology and Websites v. New Technical Standards vi. Interoperability of services 10. Developing and updating specifications on Telecommunication terminal apparatus. 11. Conducting Technical examinations regarding new equipment and apparatus
Assistant Director (Finance)	<ol style="list-style-type: none"> 01.Assisting the Director (Finance) for all financial activities in connection with financial planning, revenue and expenditure. 02.Preparation of budget, annual financial reports and other financial statements 03. Managing the revenue and expenditure accounts 04.Certifying payments and supervision of all books, ledgers, bank statement, and other documents in relation to the revenue and expenditure 05. Supervising the revenue collections .and relevant records and documents 06.Preparation of monthly, quarterly and annual accounts and report: for the Treasury and other statutory authorities 07.Attending Procurement Committees and related matters
Assistant Director (project Infrastructure Maintenance and development)	<ol style="list-style-type: none"> 1. Develop and maintain Infrastructure Asset Registry of TRCSL 2.Develop annual maintenance program to maintain all Infrastructure Facilities of TRCSL 3.Preparation of annual maintenance budget for Infrastructure Facilities of TRCSL and handle procurement process related to all maintenance works including subcontracting and signing maintenance contracts/agreement with external organizations. 4.Liaise with Divisions of TRCSL to obtain their current & future needs of Infrastructure facilities, accordingly to prepare short term/medium term/long term Infrastructure Development Master Plan (IDMP) and budget. 5.Formulate Projects to meet short term/medium term/long term Infrastructure needs of TRCSL as per the IDMP and handle procurement process to implement projects
Assistant Director (Project Management)	<ol style="list-style-type: none"> 1. Define & maintain process standards by developing a framework for project management in TRCSL 2. Establish Project Methodologies, Project Tracking & Project Support 3. Educate, train & play consultative role to ensure management of all projects in accordance to the established and evolving project management framework ensuring timely completion of projects. 4. Work closely with project owners and prepare master project list, master project budget, master project cashflow, and Implementation priority order 5. Manage complete project life cycle of all projects of TRCSL 6. Compilation of periodic project status reports and maintaining project monitoring dashboards for management of TRCSL
Assistant Director (Administration)	<ol style="list-style-type: none"> 01. Overall responsibility on supply services including supervision of procurement activities, stores, fleet management and utility services. 02. Supervision of assets control, including lands, buildings, machinery and equipment and other capital goods. 03. Handling all matters related to general administration including record rooms.
Assistant Director (Planning & Corporate Affairs)	<ol style="list-style-type: none"> 1. Preparation of Corporate Plans, Strategic Plans and Action plans and periodic review of those plans and programs 2.Conducting progress review meetings and reporting the performance to the higher management 3.Assistance for monitoring and reviewing progress of the special projects 4.Preparation of Annual Reports .and periodic reports to be submitted to the relevant authorities. 5.Formulation of official circulars, rules and regulations related to office procedures, examination and compliance thereto. 6. Coordinating with and handling matters related to the Office of HE the President, Presidential Secretariat, Cabinet Secretariat, the Treasury, Ministries, Departments, other Regulatory Bodies and Statutory Authorities in relation to the general functions of the TRCSL 7. Handling matters related to the Auditor General's Department, Committee on Public Enterprises (COPE) and other parliamentary committees 8. Handling matters related to the Corporate Social Responsibility Fund

Required Educational Qualifications:

1st or 2nd Class Bachelor's (Special) Degree from a University recognized by the University Grants Commission of Sri Lanka in the relevant field mentioned in Table 2

OR

Corporate/ Associate membership of a recognized professional institution in the relevant field mentioned in table 2

AND

Required Experience

Minimum of 03 years of post – qualifying experience in Managerial level in the relevant field mentioned in table 2

OR

Minimum of 03 years of satisfactory service experience as an officer in an All-Island Service

Required Other Qualifications

All the eligible applicants shall have Sound Knowledge of Database Management and Standard Software packages as determined by the Commission

AND

Excellent communication skills (Written and Oral) in English and Sinhala / Tamil Languages as determined by the Commission

Age: Should be not less than 22 years and not more than 45 years

Salary : TRC 2.2 - 93,840 - (10x1955)-(10x2346)-(10x3128) -168,130

Recruitment Procedure – Through written a competitive examination followed by a structured interview.

Posts	Fields for Educational Qualification	Fields for Professional Qualification	Experience in the field of:
Assistant Director (Network)	Telecommunication or Electronics or Electrical Engineering or Information Technology	Telecommunication or Electronics or Electrical Engineering or Information Technology	Telecommunication or Electronics or Electrical Engineering or Information Technology
Assistant Director (Competition)	Marketing Management or Telecommunication or Finance or Commerce or Economics or Business Administration or statistics	Marketing Management or Telecommunication or Finance or Commerce or Economics or Business Administration or statistics	Marketing Management or Telecommunication or Finance or Commerce or Economics or Business Administration or statistics
Assistant Director (Finance)	Finance or Accountancy or Commerce	Finance or Accountancy or Commerce or Management Accountancy	Finance or Accountancy or Commerce
Assistant Director (project Infrastructure Maintenance and development)	Civil Engineering	Civil Engineering	Civil Engineering
Assistant Director (Project Management)	Electrical Engineering	Electrical Engineering	Project Management
Assistant Director (Administration)	Public Administration or Public Policy or Human Resources Development or Business Administration	Public Administration or Public Policy or Human Resources Development or Business Administration	Public Administration or Public Policy or Human Resources Development or Business Administration
Assistant Director (Planning & Corporate Affairs)	Public Administration or Public Policy or Planning or Business Administration or Statistics or Economics or Telecommunication or Science	Public Administration or Public Policy or Planning or Business Administration or Statistics or Economics or Telecommunication or Science	Public Administration or Public Policy or Planning or Business Administration or Statistics or Economics or Telecommunication

Table 02

Method of Application

1. The application form could be downloaded from the Official website of TRCSL www.trc.gov.lk.
2. Applications sent without using relevant format will be rejected.
3. Applications should be clear and legible and those which do not confirm to the requirements will not be considered.
4. Completed applications should be sent together with copies of certificates of educational/ professional qualifications and details of work experience.
5. All applications along with copies of the certificates of educational and Professional qualifications **should** be sent **through the Registered Post to “Director General – Telecommunications Regulatory Commission of Sri Lanka, No. 276, Elvitigala Mw, Colombo 08”** indicating the post applied on the top left-hand corner of the envelope on or before **05.03.2025**
6. A scanned copy of the application should be sent to the email careers@trc.gov.lk along with the relevant educational & professional certificates. Subject of the email should be “Recruitment to Assistant Director/(field).....- External – 2025”
7. Applicants who are employed at Government institutions should submit their applications through the Head of the institution.
8. Applications should be submitted **on or before 05.03.2025**

General Conditions

1. Every applicant should be a citizen of Sri Lanka & should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
2. Applicants who do not possess the required qualifications as at the closing date of applications will not be considered.
3. Any form of canvassing will be treated as a disqualification.
4. The Telecommunications Regulatory Commissions of Sri Lanka (TRCSL) reserves the right to decide on the number of positions to be filled or postponed /cancelled
5. The TRCSL is a regulatory authority, wherein any person being recruited for employment in the TRCSL shall not promote, advance, or advocate directly or indirectly for appointment or employment of his/her spouse or any member of the family in or to a position in an institution that is under to the regulatory control of the TRCSL.

Director General
Telecommunications Regulatory Commission of Sri Lanka
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