

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

- Ministry:** Public Infrastructure and Land Transport (Energy Services Division)
- Post:** Director, Energy Services Division
- Salary:** Rs 101,000 (22 000 100)
- Effective Date:** 22 August 2016
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director, Energy Services Division and who –
- (i) is fully conversant with latest developments in electrical, electromechanical and energy related matters; and
 - (ii) possesses excellent managerial and leadership skills and has the ability to motivate staff.
- Role and Responsibilities:** To be responsible for the creation of a safe environment and ensuring the safety and reliability of electromechanical equipment in Government owned buildings.
- Duties:**
1. To be responsible to the head of the Ministry for –
 - (a) the day-to-day management of the Energy Services Division;
 - (b) the operation and maintenance of electrical, electromechanical and energy services of Government owned buildings and sites;
 - (c) the formulation, planning and design of new works as well as supervision of these works during implementation;
 - (d) the evaluation of bids;
 - (e) the human resource development in the Energy Services Division; and
 - (f) the discipline and welfare of the staff under his responsibility.
 2. To advise generally on electrical and energy related matters in the public service.

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CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
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3. To foster research in connection with electricity and energy related matters.
4. To promote the setting up and maintenance of a Quality Management System.
5. To attend meetings and committees, as and when required.
6. To use ICT in the performance of his duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, Energy Services Division in the roles ascribed to him.

Note

The Director, Energy Services Division may be required to work outside normal working hours including Sundays, Public Holidays and officially declared cyclone days.



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