

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

S 1000391

Ministry: Prime Minister's Office (National Development Unit)

Post: Commissioner (formerly Project Manager - Rural Development Unit)

Salary: Rs 21,750 (ADM 11) ✓  
Rs 13,700 (ADM 8)

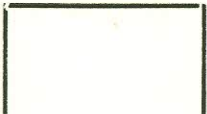
Effective Date: 21st October, 1988

Qualifications: Demonstrated experience in implementation and management of multi-sectoral projects. The candidate should possess good administrative abilities as well as experience in conducting meetings.

Duties:

1. To be responsible to the Secretary for Home Affairs for the overall direction and control of the technical section of the National Development Unit.
2. To prepare plans to be presented to the National Development Coordination Committee and to arrange for the execution of projects to be implemented by the National Development Unit. This includes appraisal and preparation of projects, identification of sites, preparation of cost estimates of project components and implementation schedules in collaboration with the Development Works Corporation and other implementing agencies.
3. To prepare and approve training programmes for the technical staff of the National Development Unit.
4. To ensure the co-ordination of developmental projects of the National Development Unit with other Ministries and Agencies (including foreign agencies) dealing with development programmes.
5. To examine the quarterly reports of Project Progress for submission to International Funding Agencies.
6. To examine and certify expenditures on all projects implemented by the National Development Unit.
7. To certify reimbursement requests for project works undertaken by Development Works Corporation and other implementing agencies.
8. To be the Secretary of the National Development Coordination Committee.
9. To perform such cognate duties as may be assigned.

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for Establishment Secretary