

**“Water is a Human Right - Sanitation is a Privilege”**



**MINISTRY OF HOUSING, CONSTRUCTION AND WATER SUPPLY**  
**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**  
**VACANCIES**

***(Project Contract Basis)***

***Project Secretary & Management Assistant (Accounts)***

Applications are hereby invited from citizens of Sri Lanka for vacancy in the Kandy North Pathadumbara Integrated Water Supply Project –The applicants should possess the following qualification.

**POST OF PROJECT SECRETARY (01 Post)**

**Salary Code : F -Category in MSD Circular  
02/2026**

**Salary : (Rs.160,000/- Plus COL)**

1.) Passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes including English and Sinhala/Tamil language and passed three (03) subjects (other than the General Paper) at the GCE (A/L) Examination.

and

A secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary.

With

At least 04 years of experience in the relevant field.

Or

2.) A Chartered Secretary with at least 04 years experience in the relevant field.

**POST OF MANAGEMENT ASSISTANT -  
ACCOUNTS (01 Post)**

1). Having passed the first examination of CASL/CIMA/ACCA, Second examination of HNDA, CMA or full qualification of AAT. (Not below than NVQ 5)

**AGE LIMIT :**

Below 65 years by the closing date of applications.

**TERMS AND CONDITIONS OF SERVICE:**

The appointments will be on contract basis initially for a period of one year renewable annually, subject to satisfactory performance appraisal. All conditions in the Management Services Circulars will apply in relation to the appointment.

**METHOD OF SELECTION:**

Short listed applicants based on the highest qualifications and experience, will be called for an interview and selection will be based on the performance at the interview.

Applications giving all bio-data together with all copies of educational and professional qualifications, experience, past services should be sent under registered post to reach the following address on or before 19<sup>th</sup> July 2026.

The post which you applied with location should be marked on the top left-hand corner of the envelope. Applicants from public/corporate sector organizations should channel their applications through the respective Head of Organizations.

**Project Director**

**Kandy North Pathadumbara Integrated  
Water Supply Project**

**National Water Supply & Drainage Board**

**Pahala Kondadeniya**

**Katugastota**