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மனிதவலு வேலை வாய்ப்புத் திணைக்களம்
Department of Manpower & Employment

කාර්ය සාධන වාර්තාව - 2014

செயலாற்றுகை அறிக்கை - 2014

Performance Report - 2014



Department of Manpower & Employment
9th Floor, Sethsirirpaya Stage II
Battaramulla



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Performance Report

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1. Introduction	2
1.1. Department of Manpower and Employment	2
1.2. Scope of Performing Duties	2
1.3. Strategic Orientation	3
1.4. Path of the Department	4
1.5. Long-term Targets	4
1.6. Objectives of the Department	4
1.7. Divisions of the Department	5
2. Organizational Structure	6
2.1. Approved Cadre and the Cadre as at 31/12/2014	7
2.2. Summary of Information on Human resource Development Assistants - 2014	8
3. Administration Division	9
3.1. Information of the Staff	9
3.2. Motivation and Welfare of the Staff	9
3.3. Staff Training	10
3.4. Summary of Financial Administration – 2014	11
4. Job Creation, Promotion and Career Guidance Division.	13
4.1. Job Designing and Promotional Unit	13
4.1.1 Programmes Implemented through the Job Designing and Promotional Unit.	14
4.2. Career Guidance Unit	14
4.2.1. Programmes Implemented by the Career Guidance Unit	15
4.2.2. Career Guidance Programme - Overall Progress – 2014	15
5. Manpower Planning, Development and Research Division	16
5.1. Labour Market Information	16
5.1.1 Objectives	16
5.1.3 Periodicals	16
5.1.5 Manpower Planning, Development and Research Division – Overall Progress – 2014	19
5.1.6 Money spent for surveys of Labour Market Information Unit and the remaining amount	20
5.2. Public Employment Service (PES) Centers	21
5.2.1. Background	21
5.2.2. Objectives of the Public Employment Service	21
5.2.3. Functions Performed by the Public Employment Service Centers.	22
5.2.4. Places of Performing the District Public Employment Services.	22
5.2.5. Performance of Public Employment Service Centers – 2014	23
5.2.6. Job Fair programs conducted by District Public Employment Service Centers	24
6. Departmental Publications - 2014	25
6.1. Publications issued by the Labour Market Information Unit of Manpower Planning, Development and Research Division.	25
6.2. “Hasara” Magazines issued by Job Designing, Promotional and Career Guidance Division in the year 2014.	26

1. Introduction

1.1. Department of Manpower and Employment

Department of Manpower and Employment has been established with effect from 01st January 2010 under the purview of the Ministry of Labour Relations and Productivity Promotion for the accomplishment of the objective of producing strong professionals for the development of the entire human resource of the Country by the Gazette (Extraordinary) No.1640/31 dated 02nd February 2010.

1.2. Scope of Performing Duties

The Department anticipates performing the following functions.

- Formulation and implementation of the National Manpower and Employment Policy.
- Job designing and promotional activities.
- Provision of Career Guidance.
- Collection, Analysis and Dissemination of information of the Labor Market.
- All the functions performed by then “Rakiya Piyasa” and the Public Employment Service (PES) which is functioning currently.

Accordingly, the Department can perform a considerable number of functions such as provision of required guidance, provision of opportunity, provision of ways and means, motivating job seekers to get various employments, capacity development, implementation of small scale loan programmes, meeting employers in the field of employment opportunities and job seekers, collection, analysis and provision of information on labour market as and when necessary in order to accomplish the requirements of their professions in a way that it is possible to add a highly remarkable and a useful value through the identification of the above positive attributes which are approachable for the relevant personnel through strengths and capabilities of the Human Resource.

1.3. Strategic Orientation

Vision

“A World class Sri Lankan Labour Force”

Mission

“Development of a Globally
Competitive and active
labour force with extensive
competencies and
utilization of the full
potential of our human
resources for the Socio –
economic development of
Sri Lanka.”

1.4. Path of the Department

The Department which had been established in the year 2010 has already rendered a great service by making arrangements to provide employment opportunities in the private sector for the unemployed youth in order to strengthen the economy of the country through the provision of benefits for a significant number of beneficiaries using a considerable number of programmes implemented in relation to the Career Guidance and the promotion of job designing.

1.5. Long-term Targets

Production of a Labour force which is capable of complying with the global situations of competition and challenges is the fundamental responsibility of this Department. Accordingly, the long term targets of the Department which has formulated its vision as “World Class Sri Lankan Labour Force” can be classified as follows.

1. Building a Sri Lankan Labour Force which is globally competitive, competent with multifaceted skills.
2. Implementation of various activities for minimizing the unemployment.
3. Development of an organized perfect Labour Market Information System.

1.6. Objectives of the Department

The above targets can be accomplished only through the achievement of the following objectives.

1. The formulation of the National Manpower Policy and the implementation of the Policy and the related programmes.
2. Provision of solutions to the structural issue of the unemployment introduced as the inconsistency of skills.
3. Facilitation of Sri Lankans who are included in the labour force currently available and the Sri Lankans who are willing to join the labour markets in the future in the determination of the accurate professional orientation.
4. Planning, development and prediction of manpower.

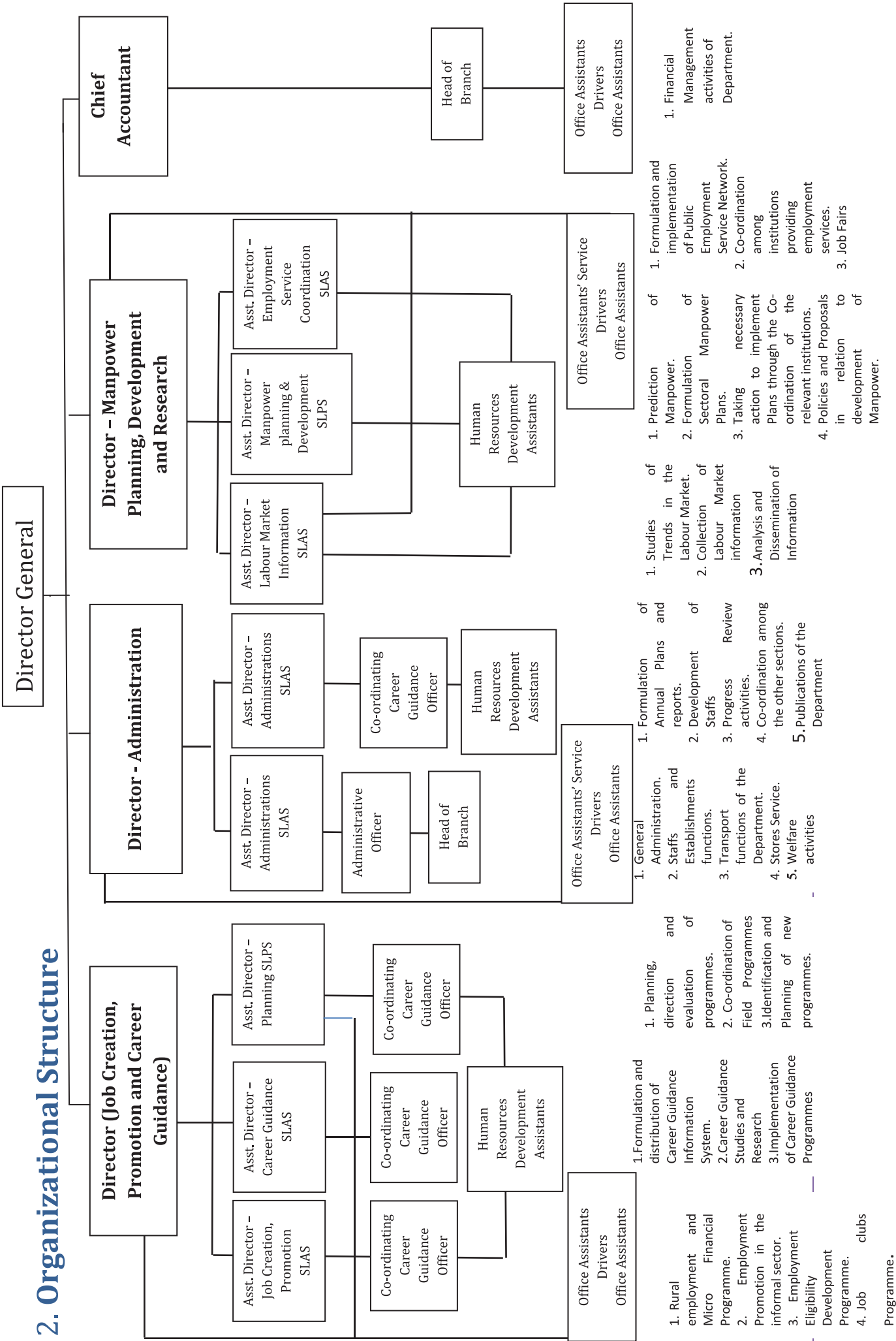
5. Development of the informal sector.
6. Motivation of job seekers for obtaining employments in the Private Sector.
7. Provision of free Public Employment Service.
8. Provision of manpower and employment related facilities to vulnerable groups, differently abled persons and people living in under developed areas.
9. Provision of accurate local and international information on labour market to all the Sri Lankans.
10. Prediction of local and global labour market trends.

Likely, various programmes are being implemented by the Department utilizing its human resources for the accomplishment of the task of hospitability for the minimization of the unemployment and creation of better employment opportunities.

1.7. Divisions of the Department

- Administration Division
- Accounts Division
- Manpower Planning, Development and Research Division
 - Labour Market Information Division
 - Public Employment Service
- Job Designing, Promotional and Career Guidance Division.

2. Organizational Structure



2.1. Approved Cadre and the Cadre as at 31/12/2014

No	Designation	Service Applicable	Approved Cadre	No Available at Present	Vacancies
1	Director General	SLAS (Special)	1	1	0
2	Director (Administration)	SLASI	1	0	1
3	Director - Job Creation, Promotion and Career Guidance	SLASI	1	0	1
4	Director – Manpower Planning, Development and Research	SLASI	1	1	0
5	Chief Accountant	SLAcS I	1	1	0
6	Deputy Director / Assistant Director (Admin)	SLASII/ III	2	0	2
7	Deputy Director / Assistant Director – Manpower Planning, Development and Research	SLASII/ III	2	2	0
8	Deputy Director / Assistant Director - Job Creation, Promotion and Career Guidance	SLASII/ III	2	2	0
9	Deputy Director / Assistant Director (Manpower Planning, Development and Research)	SLPSII/III	1	1	0
10	Deputy Director / Assistant Director - Job Creation, Promotion and Career Guidance	SLPSII/III	1	0	0
11	Administrative Officer	Supra Grade Public Management Service	1	0	1
12	Translator	Translators' Services I/II	1	0	1
13	Career Guidance Officer	Related Services	85	33	52
14	Project Officer	Related Services	3	3	0
15	Human Resources Development Assistant	Related Services	570	470	100
16	Public Management Assistant	Public Management Service I,II,III	15	12	3
17	Driver	Drivers' Service	7	7	0
18	Office Assistant	Office Assistants' Service II/III	7	7	0
	Total		702	543	159

2.2. Summary of Information on Human resource Development Assistants - 2014

District	No of Div Sec	No attached DS	No attached in District	Total	Vacancies in Divisions	Vacancies in District	Surplus	Total Vacancies
Ampara	20	18	02	20	02	03	-	05
Anuradhapura	23	15	04	19	08	01	-	09
Badulla	15	09	04	13	06	01	-	07
Batticaloa	15	13	07	20	02	-	02	02
Colombo	13	13	05	18	-	-	-	-
Galle	19	19	07	26	-	-	02	-
Gampaha	13	13	08	21	-	-	03	-
Hambantota	12	16	04	20	-	01	04	01
Jaffna	15	15	05	20	-	-	-	-
Kandy	20	20	08	28	-	-	03	-
Kegalle	11	12	08	20	-	-	01	-
Kalutara	14	14	08	22	-	-	03	-
Kurunegala	30	32	09	41	-	-	06	-
Matara	16	16	10	26	-	-	05	-
Matale	11	09	05	14	02	-	-	02
Monaragala	11	10	02	12	01	03	-	04
Nuwara Eliya	05	04	02	06	01	03	-	04
Puttlam	16	14	04	18	02	01	-	03
Polonnaruwa	07	05	01	06	02	04	-	06
Ratnapura	17	17	06	23	-	-	01	-
Trincomalee	11	08	02	10	03	03	-	06
Vavuniya	04	-	03	03	04	02	-	06
Mannar	05	03	02	05	02	03	-	05
Killinochchi	04	04	04	08	-	01	-	01
Mulathive	-	-	-	-	-	-	-	-
Total	327	299	120	419	35	26	30	60

3. Administration Division

The following Units have been established under the Administration Division.

- i. Establishments Division
- ii. Planning and Progress Operations Unit

3.1. Information of the Staff

3.1.1. New Recruitments of Staff Officers

No	Name	Designation	Date of Assumption of Duty.
1	Mr. H.G.G.J. Dharmasena	Director General	2014.12.03
2	Mr. T.H. Thajudeen	Chief Accountant	2014.07.01
3	Miss. Muditha Pathmajai	Director	2014.04.03
4	Mr. A. Sarankan	Director	2014.04.25
5	Mrs. E.M. Nalika Edirisinghe	Director	2014.04.01
6	Mrs. M.N. Gunawardena	Director	2014.10.09
7	Mr. A.M. Dimuth Bhashitha Atapattu	Assistant Director	2014.04.01
8	Miss. D.K. Oshani	Assistant Director	2014.04.01
9	Mrs. H.A.C. Nirukshika	Assistant Director	2014.08.14

3.1.2 Transfers of Staff Officers

No	Name	Designation	Date of Transfer
1	Mr. K.D.N. Ranjith Ashoka	Director General	2014.11.19
2	Miss. W.A.D. Wijayarathne	Chief Accountant	2014.07.01
3	Mrs. H.A. Hema Perera	Director	2014.03.19
4	Miss. Muditha Pathmajai	Director	2014.08.15
5	Mr. G.H.R. Gunawardhane	Assistant Director	2014.04.24
6	Miss. E.M.S.W. Eriyagama	Assistant Director	2014.04.24
7	Mr. S.S. Godakanda Arachchige	Assistant Director	2014.06.19

3.2. Motivation and Welfare of the Staff

The following functions have been performed in the year 2014 for the motivation and the welfare of the Staff.

No	Motivation/Welfare	Beneficiaries
1	Making employees permanent	Human Resources Development Assistants
2	Payment of increments of employees	• Officers in the Sri Lanka Administrative Service • Officers in Sri Lanka Planning Service • Project Officers • Career Guidance Officers • Officers in the Human Resources Development Assistants' Service • Officers in the Public Management Assistants' Service • Office Assistants • Drivers
3	Payment of benefits of Agrahara Insurance	Provided for 60 officers.
4	Payment of Distress Loan	Provided for 55 officers
5	Festival Advances	Provided for 351 officers.

3.3. Staff Training

The Staff has been offered the following training programmes during the year 2014 even with the limited provisions allocated for the Department with the objective of establishing a Globally Competitive and active labour force with extensive competencies.

No	Training	Institute	Employees
1	Master in Arts Degree Course	University of Kelaniya	2
2	Office Management and Office Procedures	Skills Development Foundation	
3	Annual Stock Verifications And Disposal Procedure	Skills Development Foundation	2
4	Main training Personal Files	Skills Development Foundation	5
5	Tamil Language Course	National Language Education and Training Intuition	36
6	State Procurement Procedures	Skills Development Foundation	1
7	Course on payment of Civil pensions	Skills Development Foundation	4

8	Reports on leave, its effect and personal files.	Skills Development Foundation	1
9	Office Management and Development of Attitudes	Sri Lanka Institute of Development Administration.	6
10	Public Finance Management	Sri Lanka Institute of Development Administration.	2
11	Transport Management	[Construction ,Equipment Training Centre (CETRAC)	1
12	Service Orientation Training Programme (Department of Manpower and Employment)	Department of Manpower and Employment	35
13	Diploma Course in Sociology	University of Colombo	1
14	Tamil Language Course	Department of Official languages	1
15	Sinhala Language Course	Department of Official languages	2
16	Capacity Development Training on the Departmental programmes	Department of Manpower and Employment	36
17	Staff Training	Thalahena Community Education Centre	81
18	English Conversation for Professionals	NIBM Institution	7
19	National Career Guidance Diploma	Sri Lanka Foundation Institution	41
20	Television Media Programme	Sri Lanka Rupavahini Corporation	1
	Total		265

3.4. Summary of Financial Administration – 2014

Expenditure Head – 328

No	Value of Expenditure	Total Provisions (Rs. M.)	Expenditure as at 31.12.2014 (Rs. M.)	Financial Progress
1	Recurrent	249,372	249,272	100%
2	Capital	24,600	23,479	95%
Total		273,972	272,751	100%

Head	Particulars of Expenditure	Approved Financial Provisions (Rs)	Amount Spent (Rs)	Balance at the end of 2014 (Rs)
1001	Salaries and Wages	113,978,129	113,978,129	-
1002	Over time and Holiday Pay	336,217	336,217	-
1003	Other allowances	79,604,848	79,604,847	1
Travelling Expenses				
1101	Local Travelling Expenses	10,708,007	10,708,007	-
1102	Foreign Travelling Expenses	287,514	287,514	-
Supplies				
1201	Stationary and Office requirements	2,938,235	2,938,235	-
1202	Fuel	2,200,000	2,137,285	62,715
1203	Food and beverages and uniforms	44,000	44,000	-
Expenditure for Maintenance				
1301	Vehicles	865,586	865,586	-
1302	Machines and Machinery	290,545	290,545	-
Services				
1401	Transport	419,959	419,959	-
1402	Postal and Communication	1,499,886	1,499,886	-
1403	Electricity and water	1,945,601	1,945,601	-
1404	Hire charges and institutional rents	25,476,038	25,476,038	-
1405	Others	1,178,005	1,178,005	-
1506	Property Loan of Public Services	7,600,000	7,562,276	37,724
Rehabilitation and Improvement of Capital Assets				
2001	Buildings and Construction	500,000	500,000	-
2002	Machines and Machinery	500,000	341,006	158,994
2003	Vehicles	1,500,000	1,370,096	129,904
Acquisition of Capital Expenditure				
2102	Furniture and Office Equipment	500,000	488,758	11,243
2103	Machines and Machinery	700,000	700,000	-
Capacity Development				
2401	Knowledge Improvement and Institutional Development	4,000,000	3,792,483	207,517
Other Capital Expenditure				
2502	Investments	9,000,000	8,732,751	267,249
"Rakiya Piyasa"				
2502	Investments	3,000,000	3,000,000	-

Programme for the Preparation of an Information System on Labour Market				
2502	Investments	100,000	100,000	-
Strong Public Service Programme				
2502	Investments	400,000	400,000	-
Computer Networking Employment System, Information Technological System based on Internet and uplifting the infrastructure facilities of Servers.				
2502	Investments	500,000	484,000	16,000
Production of a Human Resource with Skills of Eligibility for Employments which suit the Labour Market.				
2502	Investments	2,000,000	2,000,000	-
“Job Fair” Programme				
2502	Investments	1,900,000	1,570,323	329,677

4. Job Creation, Promotion and Career Guidance Division.

The Division which had been initiated as a Youth Employment Division under the purview of the Ministry of Youth Affairs in the year 1999, has been placed under this Department in the process of establishing the Department of Manpower and Employment.

The Division performs a role extended within a broad range of duties such as direction of the entire Sri Lankan Labour Force to suitable professions, creation of new employment opportunities as well as promoting employments in compliance with national policies and personal capabilities and skills through a series of different programmes which are joint together and implemented by Career Guidance and Job Designing and Promotional Division.

The Division has been divided into two units for the successful accomplishment of the role and each unit engages in the performance of this role under the Guidance of an Assistant Director. Career Guidance Officers, Human Resources Development Assistants and Development Officers who were attached to the District Secretariats and Divisional Secretariats located throughout Sri Lanka are responsible for functioning towards carrying this programme to the Ground Level.

4.1. Job Designing and Promotional Unit

At present, Sri Lanka has been categorized as an agricultural country and even though the youth community shows a significant tendency towards the other fields, they are not well equipped with the knowledge on the opportunities available in relation to such fields and the knowledge of the youth on new employments and business opportunities available in the Agricultural Field is not satisfactory at all.

This Unit functions as the pioneer in the performance of the major task of directing unemployed youth community towards suitable employments, development of the eligibility of the youth community for employments and enforcement of strengthening the entrepreneurs through the promotion of the informal sector.

4.1.1 Programmes Implemented through the Job Designing and Promotional Unit.

- Job Clubs programme.
- Divisional Job Fair Programme.
- Private Sector Job Placement Programme.
- Motivation Programme for Freelance employment opportunities.
- Mobile Phone Repairing Training Programme.
- Entrepreneurship Development Training Programme.
- Need based Training Programme.
- Rural Employment Projects and Micro Finance Credit Programme.
- Hundred Employments Programme.

These Programmes are implemented on District Secretariats and Divisional Secretary's Division Level and many benefits were provided to clients spread throughout the Island.

4.1.2 Job Designing and Promotional Programmes - Overall Progress – 2014

Serial No.	Name of Programme	No. of Programmes		No. of Beneficiaries	Expenditure Rs. Million
		Targets	Progress		
1	Need Based Training Programmes.	150	255	6570	1.0483
2	Entrepreneurship Training Programmes.	50	56	1861	0.9857
3	Horticultural Management Programmes.	10	11	385	0.376709
4	Private Sector Job Placement Programmes.	15	10	508	0.0616
5	Freelance Job Opportunities Promotional Programmes.	20	26	803	0.21146
6	Awareness Programmers on the Employment opportunities in the tourism sector.	7	8	386	0.1756
7	Job Clubs Programmes.	90	90	2854	1.811

4.2. Career Guidance Unit

The subject of Career Guidance has become a frequently discussed subject and this subject has to be publicized in the Sri Lankan Society and the value of this should be established. Thereby, there is an opportunity for every person constantly joins the world of work to obtain stability

and a proper value for themselves. Likely, provision of Career Guidance Service through various programmes/activities targeting the community of school students and University students who are scheduled to be joined the labour force in the future, provision of a proper guidance for those who leave the formal Education at various boundaries and uplifting the professional performance of the employees have become the prioritized tasks of the Unit.

As a foremost institution which offers proper Career Guidance Services and Career Consultation Services in Sri Lanka, this Division implements a large number of various programmes widely extended over the Ministry of Education, Universities and school system which are the stakeholders of the field. the provision of the required Career Guidance services by attending the student Community of approximately 40% of schools where overall Ordinary Level and Advance Level subject streams are available and the under graduates of 90% of State Universities through conducting programme during the year can be considered as a specific opportunity available for the Unit.

4.2.1. Programmes Implemented by the Career Guidance Unit

- Winning Career Challenges Programme.
- Awareness Programme for Teachers.
- Motivation for Freelance Jobs Programme
- Career Guidance Programme for internal under graduates.
- Career Guidance Programme for external undergraduates.
- Career Guidance Programme for Advanced Level Students.
- Career Guidance Programme for Ordinary Level Students.
- Publication of “Hasara” Career Guidance Journals.
- Provision of Career Guidance Service.
- Awareness Programme for Parents.
- Career Path Programme.

4.2.2. Career Guidance Programme - Overall Progress – 2014

No	Programme	No. of Programmes		No. of Beneficiaries	Expenditure (Rs. Million)
		Target	Accomplishments		
01	Awareness Programme for the G.C.E. (O.Level) Students	1816	1890	54,946	-
02	Awareness Programme for the G.C.E. (A.Level) Students	1661	1471	44,325	-
03	Winning Career challenges Programme	100	114	3709	0.74078
04	Motivation for Freelance Jobs Programme	100	155	4852	0.16789

05	Career Guidance Programme for External Undergraduates	15	20	804	0.5277
06	Career Guidance Programme for Internal Undergraduates	15	09	478	0.2485
07	Career Guidance Programme for Teachers	24	30	967	0.6410
08	Awareness Programme for Parents.	10	26	636	0.1754
09	Career Path Programme	10	15	4306	0.2914
10	Provision of Career Guidance Services	-	17,248	33,082	-

The required guidance is provided for the success of the future professional life by creating awareness on student community through those programmes implemented by covering more than 30% of the Sri Lankan School system and covering 90% of the state Universities. The Children of the nation who are searching for new avenues extraneous to the System of Educations well as the youth community who endeavor to stand on their own feet are the possible target groups of these programme.

5. Manpower Planning, Development and Research Division

There are two Units in this Division.

- Labour Market Information Unit
- Public Employment Service Centre

5.1. Labour Market Information

5.1.1 Objectives

- Study of Labour Market Trends
- Collection, Analysis and dissemination of Labour Market Information

5.1.2 Tasks

- Conducting a Survey and an analysis on the Nature and Trends in the Labour Market.

5.1.3 Periodicals

- LMI Bulletin (Annual)
- Manual on School Based Socio – economic Data
- Survey Reports

5.1.4 Surveys Conducted in the year 2014

➤ **Survey on the Gross National Happiness.**

- The survey was conducted by connecting the Gampaha District.
- Basic Objective is to measure the Happiness, Good governance and perception of the Public in Gampaha.
- This will be helpful to the students of schools, teachers, Career Guidance Officers and the Department of Police.

➤ **Survey on measuring the eligibility of employment in District Level.**

- The Survey is conducted in District Level by obtaining answers for a questionnaire prepared by conducting the job fair within 08 Districts.
- The fundamental objective is to identify the requirements of both parties through searching the employment opportunities available with the suppliers of employment opportunities and educational, professional and other qualifications of job seekers based on the information obtained from the questionnaire.
- This will be helpful to suppliers of employment, job seekers, teachers and Career Guidance Officers.

➤ **Study on the Employment Profile in the Apparel Sector.**

- Obtaining information through a questionnaire by selecting three major apparel institutions.
- The basic objectives are the identification of employment opportunities in the apparel sector and identification of the manner of the achievement of progress from the employment by the employees in the sector.
- This will be mainly helpful for suppliers of employments and job seekers in the apparel sector.

(This survey will be finalized by the year 2015 due to the non-availability of all the required information for the survey in the year 2014.)

➤ **Survey on the Trends in Foreign Employments.**

- This survey was conducted by using the secondary data of the Sri Lanka Bureau of Foreign Employment.
- The objectives of the survey is to identify the demand for Sri Lankan labour existing in the foreign Labour Market and making inquiries about skills and other qualifications that should be fulfilled for obtaining such employments.
- This will be helpful for job seekers, users of data in the labour market, policy makers training institutions and Career Guidance Officers.

(This survey will be finalized by the year 2015 due to the non-availability of all the required information for the survey in the year 2014.)

➤ **Study on Public Employment Service (PES).**

- This is conducted through a questionnaire provided to District Secretariat.

- Aimed at inquiring the required information for the qualitative development of the service provided by the Public Employment Service (PES)
- The information are provided to the officers of our Department especially to the Public Employment Service Centre.

(This survey will be finalized by the year 2015 due to the non availability of all the required information for the survey in the year 2014.)

➤ **Survey on the Future Trends in the Tourism Sector.**

- This survey was conducted based on the secondary data of the Tourism Development Authority in relation to Arugam Bay Tourism Sector.
- Fundamental objectives are to identify the employment opportunities existed within the Arugam Bay Tourism Industry and inquiring about the skills, knowledge and attitudes required for fulfilling the requirements of the employment opportunities.
- This will be helpful to Career Guidance Officers.

➤ **Survey on the Wastages that Take Place in the Transportation of Food Stuffs.**

- This survey was conducted for using cardboard boxes instead of using plastic bags by connecting the parties engaged in the transportation of vegetables from Nuwara Eliya to Manning Market in Colombo.
- The fundamental objective is to obtain economical benefits through using cardboard boxes instead of plastic bags.
- Important from the manufacturer of goods up to the consumer.

➤ **Design of the Manual on School based Social and Economic Data.**

- It is annually issued using references and sources such as Report of the Central Bank of Sri Lanka, information of the Census and Statistics Department, information of the World Bank and information of the International Monetary Fund.
- The fundamental objective is to provide information based on statistical data to school children.
- Will be helpful for teachers and school students.

➤ **Newspaper Survey**

- One report each is issued per quarter using advertisements of job vacancies published in newspapers such as “Silumina” and “Sunday Observer”.
- The fundamental Objective is to identify the demand for labour in the labour market.
- This will be helpful for job seekers, users of labour market data, policy makers, Training Institutions and Career Guidance Officers.

5.1.5 Manpower Planning, Development and Research Division – Overall Progress – 2014

Formulation and Implementation of the National Manpower Plans, Direction of Researches and Surveys to suit the timely developmental requirements of Sri Lanka in relation to Manpower field of and prediction of the Labour Market.

No	Programme	Activity	Progress	
			Expenditure (Rs.M.)	Physical Progress
01	Survey on Gross National Happiness	Surveying, data analysis and dissemination of information.	242,590.00	100%
02	Survey on measuring the District Eligibility for Employment.	Surveying, data analysis and dissemination of information.	175,331.00	56%
03	Survey on Job Profile in the Apparel Sector	Surveying, data analysis and dissemination of information.		55%
04	Survey on the trends in foreign employments.	Surveying, data analysis and dissemination of information.		45%
05	Survey on the functioning of the Public Employment Service.	Surveying, data analysis and dissemination of information.		45%
06	Survey on the future trends in the Tourism Sector	Surveying, data analysis and dissemination of information..		100%
07	Newspaper Survey and the Journal on Labour Market Information.	Surveying, data analysis and dissemination of information.		90%
08	Meeting for reviewing the surveys.	Creating awareness among the other Division (Internal) regarding the findings of the surveys conducted by the Division.	30,500.00	100%
09	Publication the Job profile in the Hotel Field.		258,264.00	100%
10	Manual on School Based Socio Economic Data.	Collection and processing of information	245,980.00	80%
11	Staff Training Programmes.	Development of the ability of predicting the Manpower through Lectures and Computerized Training.	57,450.00	70%
12	Updating the Web Site of Labour Market Information Unit		11,500.00	
13	Provision of Printer / fax machines for the Division		100,000.00	100%

5.1.6 Money spent for surveys of Labour Market Information Unit and the remaining amount

Serial No.	Programme / Project	Expenditure Head	Allocated Amount (Rs.Mi.)	Spent Amount Rs. Mi.	Balance Amount	Reason for Remaining of Money
1.	Survey on measuring the District Eligibility for Employment.	328-1-1-1-2502-1	642,171.00	175,331.00	466,840.00	The money allocated for the task of data entry is remaining as a result of the prevailing scarcity of Computer Data Entry Operators for entering data of the survey.
2.	Survey on the Job Profile of the Apparel sector	328-1-1-1-2502-1	25,000.00		25,000.00	In the collection of data for the survey, financial encumbrances did not take place due to the collection of data using questionnaires and the data were collected by providing the questionnaires to relevant institutions.
3.	Survey on the trends in foreign employment.	328-1-1-1-2502-1	25,000.00		25,000.00	The Assistance of the Sri Lanka Bureau of Foreign Employment was obtained in the collection of data and money remained as a result of not incurring financial cost in obtaining data from the institution.
4.	Survey for measuring the functioning of the Public Employment Service.	328-1-1-1-2502-1	25,000.00		25,000.00	Questionnaires were directed by post to the District Secretariats for the Collection of data for the survey and the Postal Charges for the task had been paid by the Administration Division and as a result financial encumbrances did not take place.
5.	Survey on the future trends in the Tourism Sector	328-1-1-1-2502-1	25,000.00		25,000.0000	Since information were collected by directing questionnaires to the relevant institutions for the collection of data, no financial encumbrances were taken place for the task.
6.	Newspaper Survey and the Labour Market Information Journal	328-1-1-1-2502-1	200,000.00		200,000.00	The reason for remaining money which were scheduled to print the journal on the survey is the delay taken place in the provision of prices estimate by the relevant printing institutions in the process of calling for quotations.
7.	Meeting of Reviewing the Survey.	328-1-1-1-2502-1	100,000.00	30,500.00	69,500.00	Money allocated as hall fees were remained as a result of conducting the meeting scheduled to be conducted at the Sethsiripaya main conference Hall was conducted at the Conference Hall of Productivity Secretariat since our Department and the Productivity Secretariat had been amalgamated then.

5.2. Public Employment Service (PES) Centers

5.2.1. Background

The Employment Service Centre (Rakiya Piyasa) was established in the year 2003 as per the Cabinet Decision No.CP/03/0874/130/23 EPD/464 dated 15.10.2003 as a Public and Private Partnership Project. All the Centers of the institution which was under the purview of Ministry of Labour Relations and Employment were connected through a computer system which can be accessed in a wider range for the implementation of the recommendations of the National Employment Policy. The institution which was first functioned as a project implement with foreign grants functioned until 31.01.2007. Later, it was registered as “Sri Lanka Jobs net Ltd (Rakiya Piyasa) as per the Cabinet Decision taken in relation to the Cabinet Memorandum No.2/2007 dated 24.01.2007 submitted by the Ministry of Labour Relationships and Manpower.

In the year 2010, the scope was assigned to the Department of Manpower and Employment established under the purview of the Ministry of Labour Relations and Productivity Promotions and the approval had been granted by the decision dated 12.05.2011 taken for the matters submitted in relation to the restructuring of the Rakiya Piyasa as per the Cabinet Memorandum No.03/2011 dated 15.02.2011 submitted by Hon. Minister in charge of the Ministry of Productivity Promotion.

As per the decisions taken for the Cabinet Memorandum No.6/2011, District Rakiya Piyasa centres which were under the Purview of Sri Lanka Jobs net Ltd. were assigned to the Department of Manpower and Employment. Later, the physical resources owned by Rakiya Piyasa Centres were assigned to the District Public Employment Services Centre established under the Department. The District Public Employment Services Centers established likely are in operative status and the relevant functions for the provision of Public Employment Service are bring performed in order to accomplish the objectives of the Department.

5.2.2. Objectives of the Public Employment Service

- Job coordination
- To function as the Information Unit of the Labour Market.
- Administering Active Labor Market Programs
- Administering an affective training referral service
- Partnership building with all stakeholders who are involved in the employment services

5.2.3. Functions Performed by the Public Employment Service Centers.

- Registering of jobseekers
- Registering of vacancies in public/private/semi government sectors
- Registering Training Institutes in public/private/semi government sectors
- Job Matching
- Referral for vacancies / Training opportunities
- Facilitating Employability Enhancement Programs
- Career guidance services
- Establishing partnership with all stakeholders
- Generating of Labor Market Information
- Coordinating and administering district level PES centers

Registration of Job seekers is done through Human Resources Development Officers in District and Divisional Secretariats, Job Hunting Programmes, Job Fairs (Divisional and District) and the registration of job seekers who attend the Office. Provision of required Career Guidance by identifying their job expectations through interviews conducted for job seekers are done with the co-ordination of District Career Guidance Officers.

5.2.4. Places of Performing the District Public Employment Services.

❖ Public Employment Service Centers are functioning at the following places at present.

No	District and Place	No	District and Place
1	Anuradhapura District Secretariat	13	Polonnaruwa District Secretariat
2	Ampara District Secretariat	14	Badulla District Secretariat
3	Kalutara District Secretariat	15	Batticaloa District Secretariat
4	Kegalle District Secretariat	16	Mannar District Secretariat
5	Killinochchi District Secretariat	17	Kandy District Labour Office
6	Kurunegala District Secretariat	18	Matara District Secretariat
7	Colombo District Secretariat	19	Matale District Secretariat
8	Gampaha District Secretariat	20	Monaragala District Secretariat
9	Galle District Secretariat	21	Jaffna District Secretariat
10	Trincomalee District Secretariat	22	Ratnapura District Secretariat
11	Nuwara Eliya District Secretariat	23	Vavuniya District Secretariat

5.2.5. Performance of Public Employment Service Centers – 2014

No	District	Registration of Job Seekers	Registration of Vacancies	Matching of Employment	Placement
1	Anuradhapura	920	355	433	178
2	Ampara	420	113	154	149
3	Kalutara	1162	1191	686	247
4	Kegalle	1726	1822	1820	468
5	Killinochchi	751	434	453	118
6	Kurunegala	2267	533	1689	295
7	Colombo	1801	654	962	118
8	Gampaha	1662	1265	2142	279
9	Galle	1062	337	845	236
10	Trincomalee	35	8	10	2
11	Nuwara Eliya	280	390	442	51
12	Puttalam	699	682	416	126
13	Polonnaruwa	304	91	146	64
14	Badulla	817	1245	709	50
15	Batticaloa	1270	196	426	149
16	Mannar	594	141	53	11
17	Kandy	1296	486	657	314
18	Matara	1641	1017	1923	330
19	Matale	242	358	154	89
20	Monaragala	224	86	166	93
21	Jaffna	1371	1827	998	363
22	Ratnapura	1405	234	341	94
23	Vavuniya	659	530	368	247
24	Hambantota	672	1191	370	148
	Total	23280	15186	16313	4219

5.2.6. Job Fair programs conducted by District Public Employment Service Centers

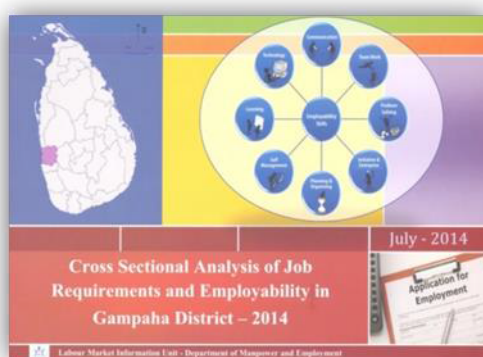
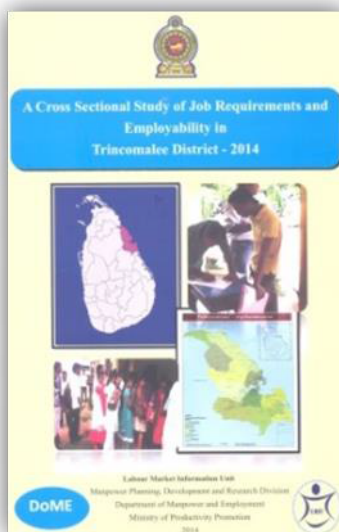
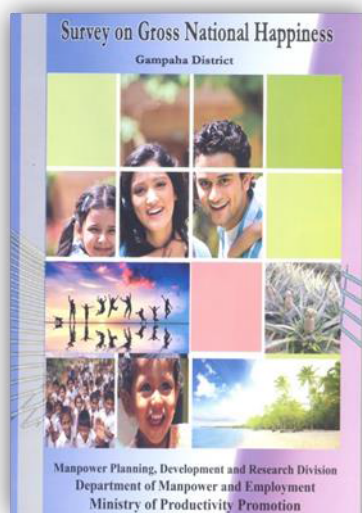
➤ Objectives

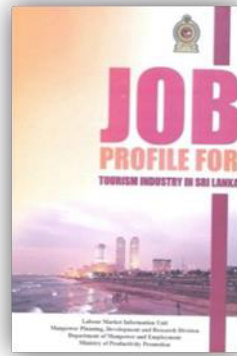
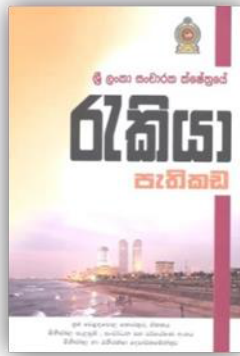
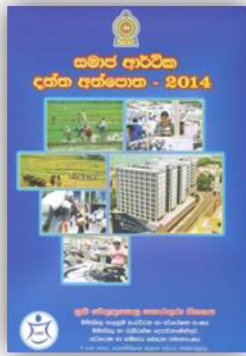
- To arrange the job seekers registered in district level with our Centre and the other job seekers of the District and the institutions of job suppliers meeting in the same place.
- Updating the data system through the registration of the relevant District/Divisional job seekers.
- Imparting knowledge to the job seekers on the current labour Market, world of work through this job fair.
- Placement of the most eligible candidates for vacancies existed in the institutions, which provide employments and participate in the job fair.
- Implementation of Career Guidance Programmes.
- To make a positive attitudinal change in relation to employments in the private sector.
- Introduction of productive training opportunities for job seekers through making professional training institutions joined with the programme and direction of job seekers for such opportunities.
- Introduction of institutions which provide assistance to self employments and livelihood Development Programmes and facilitation of job seekers for directing towards self-employment opportunities.
- Provision of an opportunity for the said service providers to create awareness on the public in relation to the employment opportunities available in such institutions and about the skills that the employers expect from the job seekers.

No	District Conducted	Date	Institutions Participated	Job Seekers Participated	Expenditure (Rs)	Others
01	Trincomalee	2014.05.24	23	351	113,244.00	-
02	Gampaha	2014.07.05	25	891	104,621.00	-
03	Colombo	2014.07.19	57	1264	126,750.00	Organized in collaboration with Divi Neguma Department.
04	Ampara (Potuvil)	2014.09.27	10	100	75,000.00	Organized as a Divisional Job fair programme in collaboration with the Tourist Board as per their request in concurrence with the World Tourism Day.
05	Galle	2014.10.25	37	1500	142,997.00	-
06	Jaffna	2014.10.25	17	1080	93,000.00	-
07	Anuradhapura	2014.11.15	33	850	114,000.00	-
08	Rathnapura	2014.11.22	43	1100	139,000.00	-

6. Departmental Publications - 2014

6.1. Publications issued by the Labour Market Information Unit of Manpower Planning, Development and Research Division.





6.2. “Hasara” Magazines issued by Job Designing, Promotional and Career Guidance Division in the year 2014.

