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மனிதவலு மற்றும் வேலைவாய்ப்புத் திணைக்களம்
Department of Manpower and Employment

கார்டீசுசாஓதா லார்டால
செயலாற்றுகைஓறீக்கை
Performance Report
2018

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1. Introduction

1.1 Department of Manpower and Employment

Department of Manpower and Employment was established in terms of the provisions of Extra-ordinary Gazette No.1640/31 and dated 12.02.2010 under the Ministry of Labour Relations and Manpower in year 2010. At present, the Department functions under the purview of Ministry of Labour, Trade Union Relations and Sabaragamuwa Development and is assigned duties and responsibilities on maintaining public employment services and implementing the provisions of the National Human Resources and Employment policy.

1.2 Mandated functions of the Department

This Department expects to fulfill following duties

- Creation and implementation of a National Manpower and Employment Policy
- Affairs on Employment creation & promotion
- Affairs related to career guidance
- collection, analysis and supply the Labour market information
- Other services carried out by “Jobs net”

And all other duties related and incidental to above duties.

1.3 Strategic Direction



1.4 Achievements of the Department

The Department, established in 2010, has launched number of programmes on career guidance and creation and promotion of employments by means of surveys carried out by the Labour Market Information unit and benefits have been given for the large number of beneficiaries through this programmes. In addition, employments in private sector have been provided to the unemployment youths through the Job Centre in order to strengthen the national economy.

1.5 Long term - Goals

1. Build a globally competitive, talented and multi-skilled Sri Lankan labour force .
2. Implementation of various activities to minimize the unemployment
3. Create perfectly an organized labour market information system.

1.6. Objectives of the Department

Above said goals are expected to be succeeded through achieving following objectives.

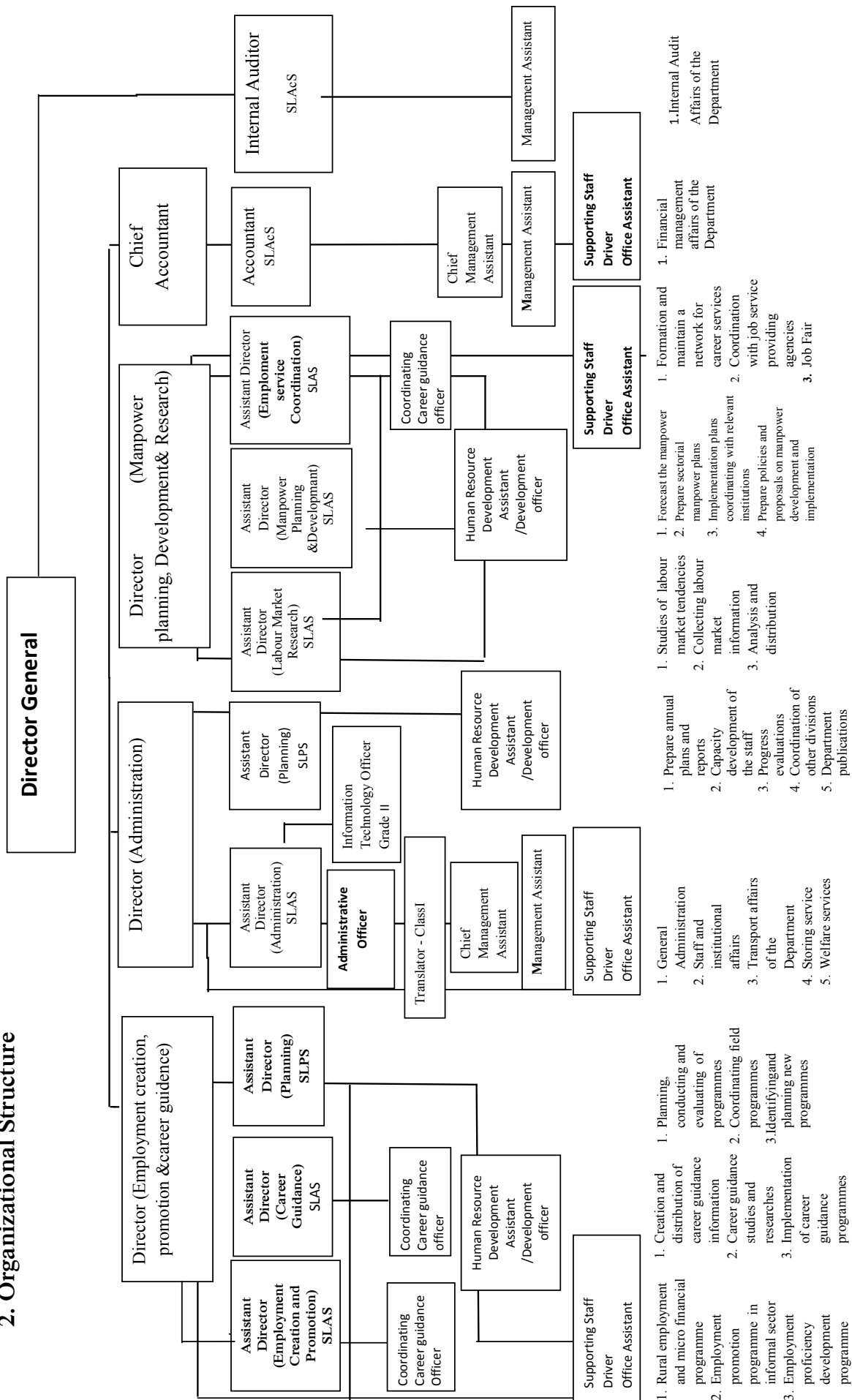
1. Prepare the Manpower and Employment policy and implement programmes accordingly.
2. Solve the structural unemployment problem of skill mismatch.
3. Facilitate to the Sri Lankans who are already in the Sri Lanka labour force and subjected to be entered to Sri Lanka labour force in the future to decide their career direction
4. Manpower Planning, development and forecasting
5. Informal sector development
6. Motivate the job candidates to job opportunities of private sector
7. Provision of free Public Employment Service (PES)
8. Provision of Manpower and employment related facilities to vulnerable groups, disabled persons and persons live in underdeveloped regions
9. Provision of accurate Labour Market Information to all the Sri Lankans in local and global dimensions
10. Forecast local and global trends in labour market.

This department launches various programmes using its human resources with the aim of minimize unemployment problem and creation the better employments.

1.7 Divisions of the Department

- Administration Division, Planning and Progress Monitoring Unit
- Accounts Division
- Employment Creation, Promotion and Career Guidance Division
 - Employment Creation and Promotion Unit
 - Career Guidance Unit
- Manpower Planning, Development and Research Division
 - Labour Market Information Unit
 - Operation Unit on National Human Resources and Employment policies
 - Public Employment Service

2. Organizational Structure



2.1 Approved cadre and available positions as at 31-12-2018

Serial No	Designation	Relevant Service in the public Service	Approved No of Positions	Currently available Positions	No of Vacancies
1	Director General	S.L.A.S (Super Grade)	1	1	0
2	Director (Admin)	S.L.A.S. I	1	1	0
3	Director (Employment Creation, and Career Guidance)	S.L.A.S. I	1	0	1
4	Director (Manpower Planning, and Research)	S.L.A.S. I	1	1	0
5	Chief Accountant	S.L.Ac.S. I	1	1	0
6	Internal Auditor	S.L.Ac.S. II/III	1	0	1
7	Accountant	S.L.Ac.S. II/III	1	0	1
8	Assistant Director (Admin)	S.L.A.S. II/III	2	0	2
9	Assistant Director (Manpower Planning and Research)	S.L.A.S. II/ III	2	1	1
10	Assistant Director (Employment Creation and Career Guidance)	S.L.A.S.II/ III	2	0	2
11	Assistant Director (Man power planning and Research)	S.L.P.S. II/ III	1	1	0
12	Assistant Director (Employment Creation and Career Guidance)	S.L.P.S. II/ III	1	1	0
13	Administrative Officer	P.M.A.S. (Supra)	1	0	1
14	Translator	Translator Service 1/11	1	0	1
15	Information and Communication Technological Officer	S.L.I.T.S Class II/III	1	0	1
16	statistical officer	Field / Office II/III	1	0	1
17	Career Guidance Officers	Affiliated Service	85	32	53
18	Project Officers	Affiliated Service	3	3	0
19	Human Resource Development Assistants	Affiliated Service	560	510	50
20	Public Management Assistants	P.M.A.S. I/II/II	25	23	2
21	Drivers	Driver Service	8	7	1
22	Office Employment Assistants	O.E.A.S II/III	7	7	0
	Total		707	589	118

2.2 Numbers of Career Guidance Assistants/ Project Assistants/ Human Resource Development Assistance/Development Officers, assigned / vacant /supernumerary in District and Divisional Offices - 2018

District	Number of Divisional Secretariats	Number of officers assigned in Divisional level	Number of officers assigned in District level	Total	Divisional level vacancies	District level vacancies	Supernumeraries	Total number of vacancies
Ampara	19	20	6	26	0	0	0	0
Anuradhapura	22	15	7	22	5	0	0	5
Badulla	15	09	3	12	6	0	0	6
Batticaloa	14	14	8	22	0	0	0	0
Colombo	13	13	4	17	0	0	0	0
Galle	19	20	12	32	0	0	2	0
Gampaha	13	14	11	25	0	0	2	0
Hambanthota	12	13	16	29	0	0	2	0
Jaffna	15	14	7	21	1	0	0	1
Kandy	20	19	14	33	1	0	0	1
Kegalle	11	12	12	24	0	0	2	0
Kalutara	14	14	12	26	0	0	0	0
Kurunegala	30	37	14	51	0	0	7	0
Matara	16	17	13	30	0	0	1	0
Mathale	11	9	10	19	2	0	0	2
Monaragala	11	11	6	17	0	0	0	0
Nuwaraeliya	5	4	1	5	1	0	0	1
Puttalam	16	12	3	15	5	0	0	5
Polonnaruwa	7	5	4	9	2	0	0	2
Rathnapura	17	17	7	24	0	0	0	0
Trincomalee	11	8	4	12	3	0	0	3
Vavunia	4	4	2	6	0	1	0	1
Mannar	5	3	2	5	2	0	0	2
Kilinochchi	4	3	7	10	1	0	0	1
Mulativu	6	0	2	2	6	0	0	6
Total	330	307	187	494	35	1	16	36

3. Administration Division

Following units have been established under the Administrative Division.

- i. Establishment Unit
- ii. Planning and Monitoring Unit

Monitoring, evaluation and upgrading the establishment and general administration affairs in order to support top management of the Department to achieve excellent performance through contribution of internal controlling processes is a main duty assigned to the Administration Division. In addition, Administration Division is responsible for duties of maintain high eminence team of staff qualified to keep quality of the Department and well matched with Department's goals and activities, maintain a better coordination with other divisions, enhancement of welfare facilities of the staff and providing assisting services to other divisions.

3.1 Staff Detail

3.1.1 New appointments of Staff Grade Officers

Serial No:	Name	Designation	Duty assumed date
1	Mrs.A.Hemalatha	Chief Accountant	12.06.2018

i. Transfers of Staff Grade Officers

Serial No:	Name	Designation	Date of transfer
1	M.N . Gunawardana	Director	28.02.2018
2	Mr.T.H.Thajudeen	Chief Accountant	01.06.2018
3	Mr.M.A.T.Senarath	Director	01.08.2018

3.2 Staff Training

Officers of the Department have been engaged to following trainings in year 2018.

Seria l No.	Course/Programme	Duration	Expenses (Rs.)
	Local Trainings		
1	Office systems and filing for 64 officers	23.02.2018 / 28.02.2018	4,337.00
2	SDFL(Skills Development Fund LTD)	22.05.2018 - 23.05.2018	17,000.00
3	Training programme on procurement process for 50 officers	11.05.2018 / 15.05.2018	38,165.00
4	Training programme on career guidance	2018	120,000.00
5	Diploma on psychological counseling	2018	70,000.00
6	Government Payroll System Training Programme	24/25/26 of 07.2018	36,000.00
7	Post Graduate Course on Counseling	2017-2018	40,000.00
8	Training programme on Internet Security and Child and Women protection for 39 officers	27.08.2018	10,710.00
9	Project Proposal Programme for 05 officers	14-15 of 11.2018	35,000.00
10	Training on Trends of job creation and promotion	16.11.2018	72,065.00
11	Project Management Training for 02 officers	2018	37,000.00
12	Training on Public Procurement	2018	33,000.00
13	Office Management	2018	37,500.00
14	National Diploma on career guidance	2019	810,000.00
15	Tamil Language Training	07.08.2018 - 26.10.2018	248,990.00
	Foreign Trainings		
1	Mobile App Development	21.05.2018-30.06.2018	673,558.00
2	Representation the WAPES Summit	24.07.2018 –25.07.2018	311,727.00
3	Korean Workshop	28.10.2018- 04.11.2018	462,212.00
4	Participation for a seminar in China	05.11.2018 - 27.11.2018	180,315.00
5	ILO Meeting in Switzerland	13.11.2018 – 18.11.2018	150,413.00
6	Workshop in Italy	28.11.2018 - 02.12.2018	89,889.64

4. Accounts Division

A sum of Rs.2.8 Mn. has been incurred to pay salaries for 588 of officers working at the main office, 25 of officers in District Secretariats and 316 of officers in Divisional Secretariats and to conduct various programmes in those offices under Department of Manpower and Employment in 2018.

In accordance with Procurement Plan of 2018, 49 of Laptops have brought and distributed among officers of the Department. And also sum of Rs.2.8 has been disbursed to Job Centers of Kurunegala, Jaffna, Ampara and Nuwaraeliya.

At the first time, a programme named “Lak rakiya harasara” was conducted to reward Institutes and officers under the Department based on Kurunegala and Ampara Districts. Rs.1.8 Mn, the allocated provisions from the Ministry, has been incurred for that.

The way of spent the provisions received from the Ministry and the Treasury to the Department of Manpower and Employment under expenditure code - 328 is given below.

Description	Allocation (Rs,Mn.)	Expenditure (Rs,Mn.)	Balance (Rs,Mn.)	Percentage (%)
Recurrent	352,655	348,649	3,958	98.89%
Capital	31,100	30,0395	704	97.74%
Received from the Ministry 193-1-2-2-2509	3,733	3,275	457	98.80%

Answers have been submitted to the audit queries, against to this Ministry. Number of the audit queries forwarded to the Department is given below.

Institute of the query	Number of the queries in year 2018
Government Audit Sector (Auditor General Department)	06
Internal Audit Section (Department of Manpower and Employment)	03
Internal Audit Section (Ministry of Labour)	01

Disbursements from the Advance B Account of public officers in year 2018

Type of the loan	Number of loan granted	Amount of granted (Rs.)
Distress loan	68	13,114,689.06
Festival advance	398	3,980,000.00
Special advance	23	92,000.00
Total		17,186.689.06

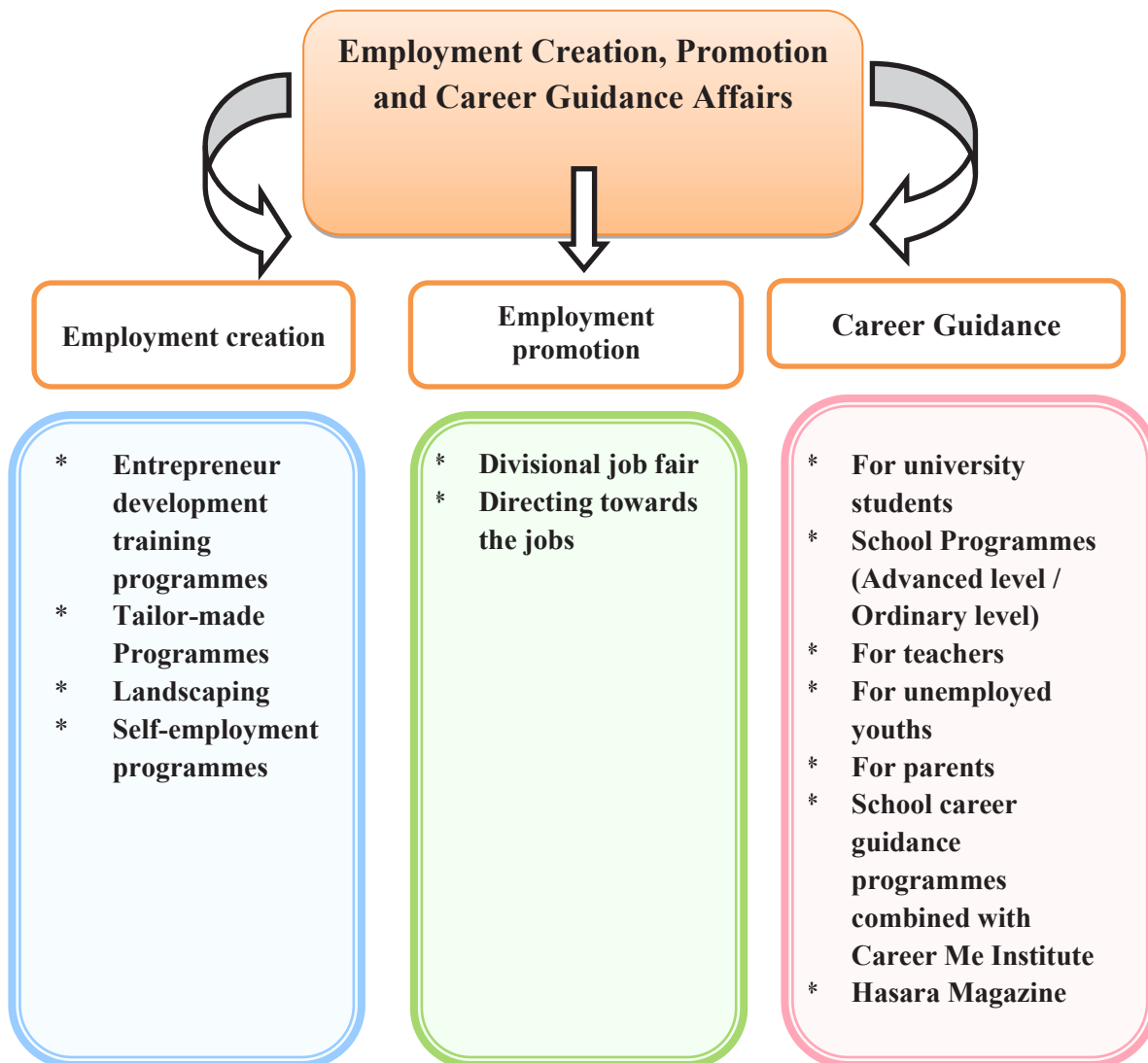
5 Employment Creation, Promotion and Career Guidance Division

This division, which was initiated as “Youth Employment Division” under the Ministry of Youth Affairs in 1997, has been conveyed to the Department of Manpower and Employment when establishment of this Department in year 2010.

Conducting the various and inter-connected series of programmes, Employment creation, promotion and career development division are accomplishing a wide range of duties, such as directing Sri Lankan work force towards appropriate jobs, creating new job opportunities and promoting the jobs in accordance with national policies, personal skills and talents.

With the aim of delivering its duty successfully, the division has been divided into two units and each unit is activated under the guidance of an Assistant Director. Career Guidance Officers, Human Resources Development Assistants and Development Officers assigned in District and Divisional Secretariats under this Department in all over the Island carry out this programmes at ground level.

The Department of Manpower and Employment has launched various types of programmes in year 2018 by the aim of providing employment related facilities to the people who are unemployed, entering to the job market as an apprentice and subjected to be entered to the job market in the future.



Career guidance programmes are conducted on behalf of the O/L and A/L students and school leavers. The department has signed a MOU with Career-Me Institute and it has provided facilities by this to face for online personality test, specially for school students and through the information obtained from that test Officers of the Department provide required career guidance for them.

In addition to school groups, career guidance programmes are conducted annually for internal and external undergraduates in national university system. It is expected to minimize unemployment of educated youths.

Further, Teachers and parents are made aware on selection of employments.

The Department takes actions to generate job opportunities, entrepreneurs and self-employees by enhancing rural economy. The youth is empowered for income generating by developing entrepreneurship.

60% of Sri Lankan employees are belonged to the informal sector. Actions have been taken to be developed this informal sector as formal by the programmes conducting from the Department such as three days entrepreneur development , self-employment promotion and training based on entrepreneur's requirements. Special entrepreneur development training programmes and tailor-made programmes were conducted by using Sunisi Mehewara allocation with the approval of the Secretary of the Ministry in year 2018.

Further, conducting the landscaping programmes, divisional job fair programme and publishing magazines such as Hasara magazine are done by the Department.

Duties of this section are maintained by two main units

- Employment creation and promotion unit
- Career guidance unit

5.1 Physical and Financial progress of the career guidance programmes



Career guidance helps to manage career life and its development of the people successfully. The Department conducted Career Guidance Programmes in year 2018 with the aim of motivation, attitude development and knowledge enhancement of the employees.

Physical and financial progress of the career guidance programmes conducted in the field from January to end of the December in year 2018 is given bellow.

Programme	Estimated amount (Rs.Mn.)	Expenditure (Rs.Mn.)	No. of programmes		No. of beneficiaries
			targeted	achieved	
Career guidance programme for G.C.E.(O/L) students	1.054	0.948	1865	2160	54,787
Career guidance programme for G.C.E.(A/L) students	1.105	0.991	1328	1402	37,546
Self-employment motivation programme	0.947	0.804	311	384	11,545
Programme on overcoming professional challenges	0.794	0.679	150	149	4,655
Career guidance programme for undergraduates	0.739	0.684	20	20	789
Awareness programme for teachers	0.637	0.601	23	25	1,002
Awareness programme for parents	0.959	0.794	300	348	19,534
Printing the Hasara magazine	0.300	0.159	2	1	-
Total	6.535	5.66	3999	4489	129,858

5.1.1. Hasara Magazine

Hasara, the publication on career guidance and education is being published by the Department from year 2000 and the one and only sinhala magazine on this subject is the Hasara magazine. This magazine is issued in free of charges to schools, universities, vocational training institutes and libraries maintained by the Municipal Councils. The articles of the magazine are prepared by the officers who have obtained expertise on career guidance subject and through conducting interviews with outside experts on this subject. Special attention is drawn to articles in following subjects related with activities of the Department.

- I. Articles related with career guidance subject
- II. New trends of the job world
- III. Information on career paths and professional qualifications
- IV. Articles prepared by interviews conducted with the person reputed as a successful professional in the country
- V. Articles to be delivered career guidance service for students of the schools

5.2 Physical and financial progress of the employment creation and promotion programmes

Physical and financial progress of the employment creation and promotion programmes conducted from January to end of the December in year 2018 is given below.

Programme	Estimated amount (Rs.Mn.)	Expenditure (Rs.Mn.)	No. of programmes		No. of beneficiaries
			Targeted	achieved	
Entrepreneur development training programme	0.541	0.515	25	36	1145
Landscaping programme	0.105	0.097	3	3	123
Tailor-made programmes	1.687	1.559	240	288	9773
Divisional job fair programme	0.458	0.462	48	77	7602
Total	2.791	2.633	316	404	18643

5.3 Photographs taken in the programmes conducted by Employment Creation, Promotion and Career Guidance Division



Entrepreneur development programme – Higurakgoda 20/06/2018 – 22/06/2018



Awareness programme for job candidates 26/11/2018 - District Secretariat Vavunia



Awareness programme for O/L and A/L students - 26/11/2018 – District Secretariat- Vavunia

Manpower Planning, Development and Research Division

This division is functioning under 03 main units

- ☆ Labour market information unit
- ☆ Job centre
- ☆ National human resource and employment policy monitoring unit

This is the division created as the Sri Lankan partner of the world labour market network to make productive and efficient decisions, compile labour market information as to available for all stakeholders conveniently to handle for policy making and designing education programmes in education sector and making training and skill development programmes.

In accumulating the labour market information, observation and analysis the rapidly changing demand of the labour market for skillful human resources is an essential factor. Manpower planning, development and research division performs its duties on accumulating, analyzing and distributing the labour market information.

And also, Labour market information unit is carrying out researches and surveys as meeting the current and development needs of Sri Lanka, studying the demand and supply of labour and distributing information obtained by them.

Labour Market Information Unit

Proposed programmes in year 2018 by the Labour Market Information Unit

Unemployment problem is a major problem among Sri Lankan youths. Though more youths enter to higher education and complete the degrees, work force entered to the labour market annually is high. The main reason of unemployment of Sri Lankan youth is the obstacles to be aware the job opportunities in labour market. As the remedy of these discrepancy of receiving information, this unit provides information to the job candidates after doing studies on job opportunities in various fields in Sri Lanka.

01. Survey on Manpower employees

In the present, engaging the manpower employees in the jobs of private sectors as well as the government sector is a very common situation. This survey is carried out to identify their service problems and make proposals to solve them, in a situation of not having an appointment letter, professional rights and any other social security in their service.

Following information was collected by a questionnaire given to the selected 132 of workers.

- Demographic characters of the manpower employees
(Age range, skills, family background)
- Nature of the job (permanent/ temporary /casual)
- Consideration on the status of the job (contribution to EPF/ETF, insurance for accidents)

Following recommendations were proposed by conducting this survey

- Enact new laws to enhance quality of the working environment of manpower employees
- Enhance the social security of the manpower employees
- Make aware of manpower employees on their job and legal background of the work
- Regulate the laws which should follow in recruiting workers, when establishment of manpower agencies .

02. Utilization the human resources in Sri Lanka taxi Industry

Number of taxis in Sri Lanka is increasing with the development of taxi industry as a comfortable and efficient transport service. The job opportunities gathered to the labour market through a developing industry should be increased. It is expected to study on job opportunities in taxi industry and how to have skills and qualification to join this industry.

Following recommendations were proposed by conducting this survey

- Development of using new technology in taxi service in the urban areas as well as rural areas and small scale taxi owners should be aware and empowered to preventing monopoly in taxi service.
- If the people are using taxi service to get rid of difficulties in public transport service and to have an efficient service, it will form the traffic jam in the road with effect of that. Necessary actions should be taken before arising such problem.
- Standards with a price controlling should be introduced to the taxi services which use modern technology and taxi meters .

03. Job profile of Public Sector – 2018 (Volume II)

There is a great desire in all the community, especially in the educated youths, for the employments of government sector. However, most of such candidates do not know what the basic qualifications / requirements needed to enter for the government jobs. The unnecessary rush in the public sector is made as result of that.

Considering the above situation, Job profile of Public Sector – Volume I was published in year 2017 and by the Volume II detail of another several post of some institutions in public sector has been published.

Information for this publication were collected from a questionnaire and recruitment procedures obtained from the Ministry of Child and women's affairs, Department of Sri Lanka Ayurveda, Sri Lanka Building Department, Sri Lanka Irrigation Department, Department of Commerce, Sri Lanka Archaeology Department, Sri Lanka Cultural Department, Department of Excise, Department of Land and Sri Lanka Railway Department.

04. Recording of DVDs on Labour market information

It was decided to record DVDs having labour market information to distribute among officers , because, though they are provided updated information on labour market, there are many difficulties to get them and some officers are not aware on that. 570 of DVDs were recorded and distributed among officers in the Head office, Career Guidance officers in District and Divisional offices and Human Resource Development officers.

05. Socio-Economic data handbook

Socio-Economic data handbook is published annually to be a hand-rail to the students, who are trying to get through targets of school education and who are trying to have higher education, and to give a basic knowledge on local and international socio-economic trends, especially on the labour market in line with that. These handbooks have been distributed over 7674 of schools in the Island through District Secretariats.

06. Forum on formation of a Labour Market Information System (LMIS Forum)

LMIS forum was held by the Ministry of National Policies and Economic Affairs in collaboration with our Ministry to form a combined information system, identifying the necessity of provision labour market information to the person who required and the issues in conducting various types of studies and researches by various teams because there is no combined information system to extract labour market information and there is no equality of data collected from various groups. This forum was held by the participation of Secretary of our Ministry, Secretary of the Ministry of national policies and economic affairs, Secretary of the Ministry of Education, Director of the Institute of policy studies, Chairman of the National Human Resource Development and Counseling institute, Director General of Census and Statistics, Additional Director General of Tertiary and Secondary Education Commission, Deputy Director General of Lanka Employers Society and other relevant parties.

Following factors have been identified in this Forum

- Identify the stakeholders who are able to collect, analyze and distribute the labour market information.
- Preparing a policy framework and a methodology to collect, analyze and distribute the information through a discussion made among stakeholders.
- Identify the information collecting at the present and defects of that information

07. Development of Labour market information system

The department maintains an online employment service system to set online jobs, career guidance and training and it is expected to minimize unemployment of the youths.

A special project was initiated to update this online system under the financial contribution of International Labour Organization in year 2018 and the updated employment service system is activated now in the LankaGovernmentCloud websitemaintained by ICTA Institute.

08. Job profile of Public Sector - 2017(Volume I)

This book was printed by English in year 2017 and translated into Sinhala and Tamil and also published in the website.

09. Job profile of fisheries-2017

This book was printed by Sinhala in year 2017 and translated into Tamil and also published in the website.

National Human Resource and Employment policy monitoring Unit

Sri Lanka National policy on Human Resource and Employment was approved by the Cabinet of Ministers in year 2012. This National Policy was compiled by the financial and technical assistance of International Labour Organization with the direction of Secretariat of Cabinet of Senior Ministers established at that time. National policy on Human Resource and Employment is the perfect policy framework that control the human resource development affairs in Sri Lanka and the actions taken by the government for supply suitable and effective jobs for Sri Lankans.

Proposed activities to carry out by this unit in year 2018

- Receive the detailed action plan from relevant Ministries to implement Sri Lanka National policy on Human Resource and Employment
- Establish IT operating system regarding the policy
- Coordinate with the stakeholders related to implementation of the policy
- Arrange trainings for coordinating officers in relevant institutions
- Prepare overall progress report by receiving mid-year and year end progress reports from relevant institutions on implementation of National policy on Human Resource and Employment

Programmes launched by the National Human Resource and Employment policy monitoring Unit

- 1) Sending letters of informed to Secretaries of the Ministries to receive medium-term (2018-2020) action plan regarding implementation of this national policy in accordance with composition of each Ministries in year 2018
- 2) Accordingly, 10 Ministries had send their annual action plans and with inclusion of reports received in 2017 to this, a comprehensive action plan was compiled as covered 25 of Ministries.
- 3) The policy compiled in year 2012 was amended in year 2017, as accordance with the Government Economic Policy at that time and it is proposed to carry out a full review to this policy, considering present socio-economic trends.

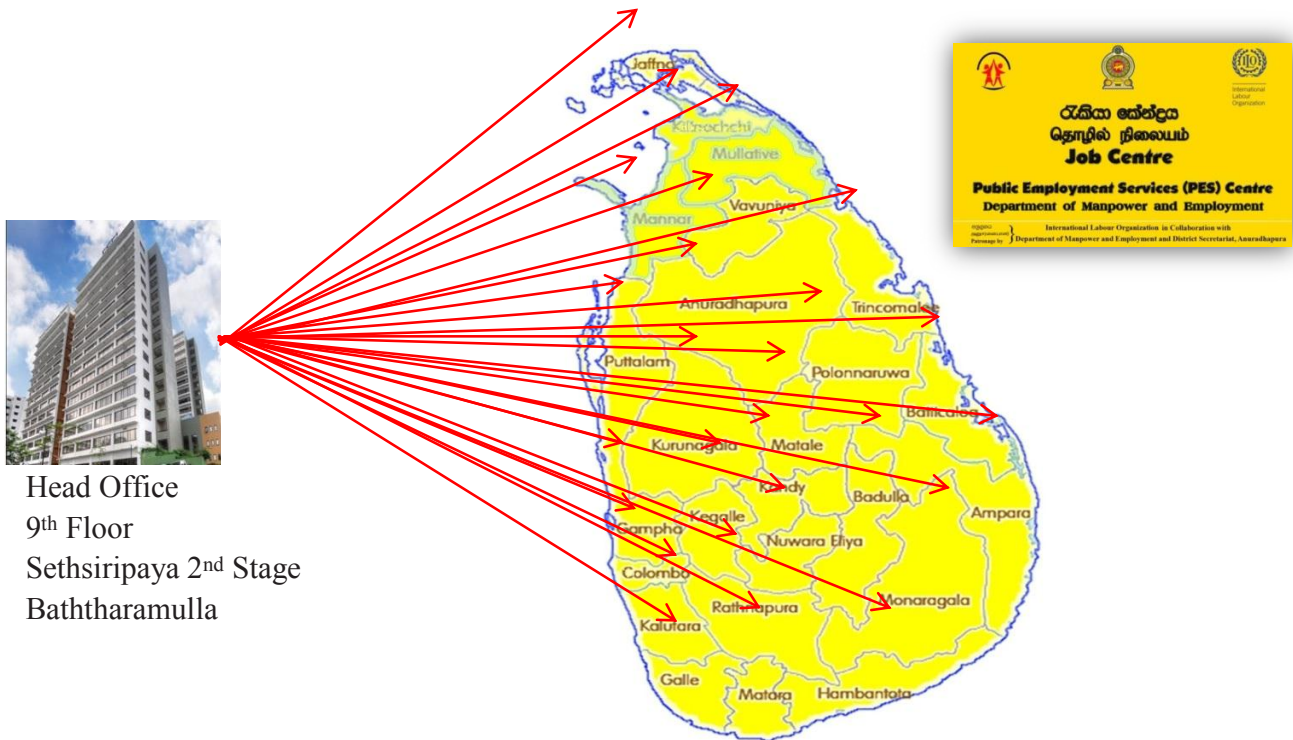
Progress and the financial summary of the programmes implemented by the labour market information unit in 2018

Serial No.	Proposed activities	Completed activities	Progress %	Financial summary (Rs.)	
				Allocated amount	Expenditure
01	Survey on Manpower employees	Preparing final reportis done in March of 2019	75%	500,000.00	340,555.00
02	Survey on utilization the human resources in Sri Lanka taxi Industry	Final report was completed and published in Department website in January of 2019.	75%	25,000.00	-
03	Job profile of Public Sector -2017 Translation of the volume I into Sinhala and Tamil languages	Translated and published in Department website.	100%	94,580.00	94,580.00
04	Job profile of fisheries -2017 (Translating into Tamil)	Translated and published in Department website.	100%	50,405.00	50,405.00
05	Job profile of Public Sector -2017 (Volume II)	Printed 1000 of books and are being distributed	100%	175,000.00	190,000.00
06	Preparing an additional report on self-employments	Final report was completed and published in Department website in January of 2019.	100%	-	-
07	Labour market information CDs	Recorded 570of CDs and completed the distribution.	100%	100,000.00	82,650.00
08	LMI Forum	Held the forum and a report was prepared	100%	822,365.00	744,836.00
09	Socio-economic data handbook	Printed 5995 of books in Sinhala medium and 2096 in Tamil medium and are being distributed	100%	750,000.00	722,781.00
10	Development of labour market information system	All of requirements of proposed interim development activity was completed. It was updated in the website	90%	500,000.00	515,470.00
	Design and Development of a Mobile Application	Assignment is subjected to be completed within 6 month of period as per the agreement. Accordingly, Freelancer and Freelancer Seeker parts in the Mobile App are already completed.			

6.3 Job Centre

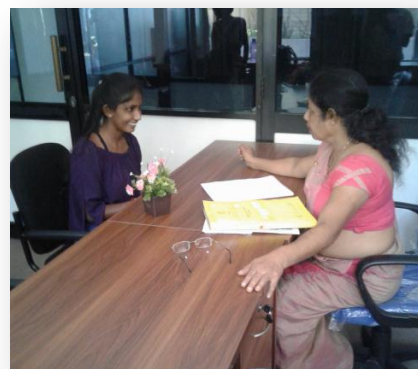
This section is activated under the Manpower Planning, Development and Research division. This Job Centre is activated in 25 of Districts in the Island. Main hub of the Job Centre is established in Baththaramulla office premises.

Job Centre Network



Activities of the District Job Centers are

- Registration of job candidates
- Registration of Institutes and job vacancies.
- Taking actions to search vacancies in the Institutions



- Keeping the registers for job candidates and job vacancies
- Conducting interviews to confirm the qualifications of job candidates
- Set the jobs with qualifications of the candidates and forward them to the interviews
- Placement on jobs and follow up
- Supply career guidance services
- Facilitating for trainings.
- Gathering and publishing statistics on employments
- Guidance on foreign employment opportunities
- Organizing and conducting the job fair programme



Registration of job candidates are done in several ways. Detail about candidates are gathered through Human Resource Development Assistants in Divisional levels, job fairs and information received from job centers. Basic awareness programmes for job candidates are conducted by this.

Job candidates can be registered in online employment providing service in the Department website via portal of the Internet and employers also can be registered there to find employees for vacancies according to their requirements

And also, directing the candidates to career guidance trainings and facilitating to participate the personality training conducted by Career Me Institute in free of charge are the other activities of this Job Centre. In addition of that, opportunities have been provided to the professionals, who have special skills, to register Department portal of Internet and supply their services and to the customers to find their service provider near to their residence. A software has been developed as the above services can be obtained by a Mobile App. International Labour Organization (ILO) has sponsored for two small projects on creation of the Department website and its developments.

Summary of the programmes – National Job Centre

01. Awareness Programme for job candidates

Objective : Assistance to identify job potentials and choice of field for job candidates or forward them to required trainings by being aware of registered job candidates in District level.

02. District Job Fair Programme

This programme, organized to provide facilities to get together for job candidates and job providing agencies in a same place , helps to identify suitable jobs for candidates and to select qualified youths for Institutes.

1. Job Fair of Badulla – 22.10.2018



2. Divisional Job Fair Programme - Kaduwela -02.11.2018





This programme was launched to introduce services of the Department to the employers of the District by organizing business forums based on District Job Centres. Accordingly, this programme was held in Ampara, Kalutara, Colombo, Jaffna, Matara and Rathnapura for year 2018. Other than that, it is also targeted to introduce services of the Department to the Industries established in investment promotion zones by conducting this programmes in those zones. In accordance with that purpose, Business Forums were held at Biyagama, Katunayake and Palkele investment promotion zones in year 2018.

04.Special Programmes

- I. A Memorandum Of Understanding (MOU), between the Department of Manpower and Employment and the Vocational Training Authority was signed on 12.09.2018.



- II. A Memorandum Of Understanding on compile Labour and Employment policies and to perform duties on Counseling Programme was signed between Sri Lanka and Korea on 02.08.2018.
- III. Our Department obtained the membership of World Association on Public Employment Service

District Employment Service centers were renamed in year 2018 with the aim of providing high efficient service to the public. Accordingly, every District Centers are being restructured under the name of Job Centre. Under this activity, Job Centers of Ampara, Jaffna, Kurunegala and Nuwaraeliya were re-established

01. Job Centre of Ampara was opened in Ampara District Secretariat on 16.08.2018



02. Job Centre of Jaffna was opened in Jaffna District Secretariat on 07.09.2018

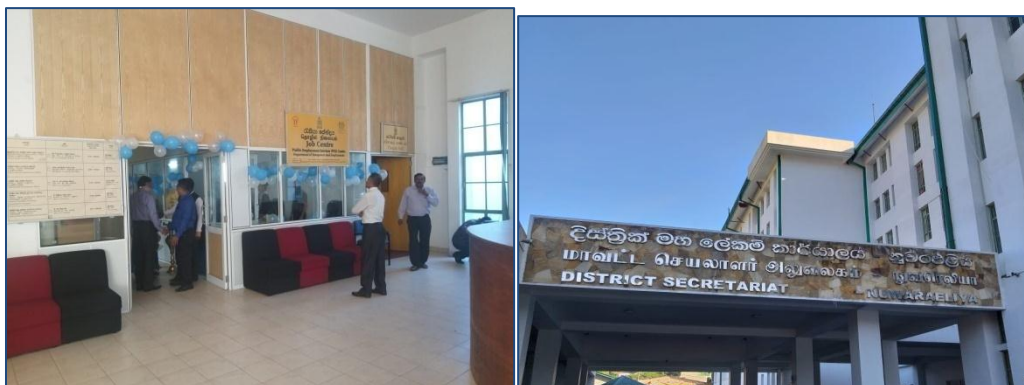




03. Job Centre of Kurunegala was opened in Kurunegala District Secretariat on 06.08.2018



04. Job Centre of Nuwaraeliya was opened in Nuwaraeliya District Secretariat on 02.01.2019



6.3 Progress of the job centre

	Programme/ Activity	Targets set for year 2018		Progress from 01/01/2018 to 31/12/2018		No. of beneficiaries
		Physical	Financial (Rs.Mn)	Physical	Financial (Rs.Mn)	
<u>Job Centre</u>						
01	Opening new District Job Centers and development	4	2.750	4	3.169	-
02	Conducting District Job fairs	7	1.000	7	1.267	6615
03	Conducting awareness programmes for job candidates	150	0.750	197	0.715	7597
04	Obtaining WAPES Membership	100%	0.500		0.311	-
05	Maintenance of District Job Centers	100%	1.354	100%	1.374	
06	Registration of job candidates (Beneficiaries)	371908		121016		
07	Registration of job vacancies	35402		31933		
08	Setting jobs			27546		
09	Placement on jobs (Beneficiaries)	24097		12807		
10	Conducting of Employer Forums	19	0.346	14	0.286	
11	Tailor-made Programmes for Companies and Job Seekers	10	0.300	35	0.300	-
<u>Management Information System - MIS</u>						
12	Business Analysis Study	100%	0.500	90%	0.515	-
13	Purchasing Laptops for field officers of selected Districts	100%	5.000	100%	4.925	47
<u>SunisiMehewara</u>						
14	Implementation of National Human Resource Employment policy	100%	-	20%	0.005	-
15	Lak Rakiya Harasara Programme*	100%	2.160	100%	1.833	-
16	Entrepreneur development programme	10	0.337	13	0.337	484
17	Opening Nuwaraeliya District job centre	100%	0.902	100%	0.772	-
18	Korean policy consultation project	100%	0.128	100%	0.128	-
19	Special Need based training programme	9	0.204	9	0.205	381

6.3.1 Progress of job placement up to 31.12.2018

	District	Direct job placements		Creation of self-employees / entrepreneurs
		Through District job centers	Through Divisional Secretariat level	
01	Colombo	408	294	15
02	Gampaha	349	352	92
03	Kaluthara	205	589	64
04	Kandy	490	427	63
05	Matale	139	172	6
06	Nuwaraeliya	0	131	0
07	Galle	176	409	115
08	Matara	163	496	90
09	Hambanthota	236	365	57
10	Jaffna	442	259	206
11	Mannar	105	76	49
12	Vavunia	148	68	38
13	Mulativu	24	0	20
14	Killiochchi	32	78	80
15	Batticaloa	113	122	206
16	Ampara	277	447	442
17	Trincomalee	113	61	116
18	Kurunegala	511	1196	521
19	Puttalam	31	242	109
20	Anuradhapura	165	112	65
21	Polonnaruwa	150	50	38
22	Badulla	561	126	104
23	Monaragala	118	147	10
24	Rathnapura	192	394	131
25	Kegalle	626	420	116
	Total	5774	7033	2753

Total employment - 15,560

6.3.2 Progress of the District Job Fair Programme -2018

	District	Place	Conducted date	No. of job candidates	No. of participated Institutes	No. of training Institutes	No. of job placement	No. of jobs which have been set	Expenditure (Rs.)
01	Matale	Pakkiyam National School	24/03/2018	549	13	02	44	313	107,670
02	Ampara	District secretariat	05/05/2018	1876	12	06	68	516	94,500
03	Anuradhapura	NiwanthakaChethiya National School	2018/05/26	425	25	6	42	214	123,055
04	Jaffna	Wembadi Girls collage	21/07/2018	985	33	10	191	479	144,100
05	Badulla	Senanayake Ground	22/09/2018	1350	34	08	163	563	298,500
06	Rathnapura	Darmapala College	13/10/2018	645	30	10	114	771	207,042
07	Vavunia	District Secretariat	30/10/2018	785	20	09	28	85	161,908
	Total			6615	167	51	650	2941	1,136,775

6.3.3 Special programmes conducted with employers

Date	Venue	Participation (No. of Institutes)	Expenditure Code	Expenditure Rs.
Discussions with BOI registered companies				
February 27, 2018	Biyagama	14	-	-
April 02, 2018	Katunayaka	13	2 2509	1,180.00
April 27, 2018	Pallekele	18	2 2509	650.00
May 30, 2018	Wathupitiwala	10	2 2509	1,145.00
District business forums				
April 18, 2018	Ampara	8	11 2509	11,625.53
April 26, 2018	Kalutara	52	2 2509	35,450.00
June 12, 2018	Colombo	25	2 2509	59,590.00
June 20, 2018	Jaffna	35	11 2509	32,500.00
June 25, 2018	Gampaha	47	2 2509	51,100.00
July 25, 2018	Matara	74	2 2509	40,710.00
September 13, 2018	Rathnapura	43	2 2509	46,080.00

The main objective of this programmes is to facilitate for job seekers and job providers to have a co-operate benefits of providing and obtaining employment services through building a better relationship with the Department and the clients.

6.3.4 Progress of “Sunisi Mehewara” programmes

6.3.4.1 Entrepreneur Development Programme

Serial No.	District	Divisional Secretariat	Dates of the programmes	Expenditure (Rs.)
01	Galle	Ambalangoda	June 4,5,6 / 2018	21,050
02	Puttalam	Anamaduwa	July 9,10,11/ 2018	21,130
03	Kurunegala	Galgamuwa	July 23,24,25 / 2018	25,859
04	Polonnaruwa	Welikanda	Aug. 14,15,16 / 2018	21,050
05	Nuwaraeliya	Kothmale	Aug. 23,24,25 / 2018	22,120
06	Vavunia	Vavunia	Aug. 27,28,29 / 2018	21,050
07	Anuradhapura	Galenbindunuwewa	Sept. 6,7,8 / 2018	27,710
08	Kandy	Ganga ihalakorale	Sept. 19,20,21 / 2018	21,050
09	Kegalle	Warakapola	Sept. 26,27,28 / 2018	21,050
10	Colombo	Kaduwela	Sept. 26, / Oct. 10,11 / 2018	21,050
11	Galle	Ambalangoda	Nov. 14,15,16 / 2018	26,850
12	Ampara	Lahugala	Oct. 31 / Nov. 1,2 / 2018	21,050
13	Colombo	Homagama	Nov. 13,21,23 / 2018	24,460
	Total			295,479

6.3.4.2 Special Projects - Tailor-made Programmes

Serial No.	District	Divisional Secretariat	Programme	Conducted dates	Expenditure (Rs.)
01	Colombo	Moratuwa	Sari jacket making	Nov. 15,16 / 2018	11,100
02		Kaduwela	Cake making	Dec. 03,6,11 / 2018	34,879
03		Kotte	Curtain making	Nov. 19,21,23,26 / 2018	23,200
04		Homagama	Beauty culture	Nov. 19,21,23 / 2018	19,450
05		Kesbewa	Curtain making	Nov. 30, Dec. 3,4,6,7 / 2018	32,650
06	Kegalle	District Secretariat	Bee keeping	Nov. 29 / 2018	21,150
07		Warakapola	Household electric equipment repairing	Dec. 4,5 / 2018	12,000
08		Daraniyagala	Marketing and packaging	Dec. 4,5,6 / 2018	40,075
09	Kurunegala	Kuliyapitiya - west	Dress making	Nov. 27,29 / 2018	10,600
	Total				205,104

6.3.4.3 Lak Rakiya Harasara Programme



This programme was held on 13th December of 2018 at Suhurupaya Auditorium. It is a pilot project conducted with the participation of both employers and Staff of the department. At this programme, employers were rewarded on providing employments and facilitating for other services. Officers of the Department were also rewarded on the basis of achieving targets of the

annual action plan through placement of candidates in the jobs. It is expected to achieve national objectives by using human resource of the Department from building groups and obtaining maximum productivity from each workers through development of their skills. Officers of the Department were rewarded in District-wise and employment agencies in selected three District were also rewarded. These Districts of rewarding the employers in this pilot project are Jaffna, Kurunegala and Ampara. Approval of the National Planning Department has been granted to this project and it has been recommended to allocate provisions under 2019-2021 middle-term Budget frame.

6.3.4.4 Policy consultation programme on Labour and Employment of the mediation of Korean Government.

Republic of Korea has been granted a special attention on Sri Lanka, when dealing with foreign countries, specially in bilateral relationships on employment and labour. The Korean Ministry of Employment and labour affairs was initiated collaborative programmes with Sri Lankan Ministry of Labour and Trade Union Relations in 2016. In year 2018, an expert group including Korean professors on employment, career guidance, public employment service planning, implementing and evaluation, visited to Sri Lanka. At that time, a bilateral MOU on employment and public employment services was signed with Republic of Korea. In there, Korean experience on structure of the public employment service, provision of career guidance and online public employment system was explained to the Department. As well, our Department was aware on

milestones passed to come present level of public employment service of Republic of Korea and problems arisen and the way of solved those problems. It has been proposed to make an action plan on development of Sri Lanka public employment service based on Korean successful benchmarks with assistance and guidance of Republic of Korea.

6.3.4.5 Opening Nuwaraeliya Job Center

Department of Manpower and Employment is mainly expected to

- I. Minimize youth unemployment problem
- II. Register the Job Candidates
- III. Register the job vacancies
- IV. Set the jobs and placement
- V. Aware Job Candidates on labour market
- VI. Introduce training institutions to Job Candidates to qualify in their ambitious career fields by establishment of District Job Centers.

The main procedure of this job center is provision of each and every services related with employments in a one center. For that, Nuwaraeliya Job Center was established in 2018 on allocations of “Sunisi Mehewara”