

VACANCIES

Chilaw Plantations Limited

Applications are invited from qualified citizens of Sri Lanka for the following posts of
Chilaw Plantations Limited

01. MARKETING OFFICER – 02 POSTS

QUALIFICATIONS

External:

A Degree in Marketing / Agriculture / Economics / Statistics / Business Management / Plantation Management from a recognized university with minimum 03 years experience in the field of Marketing in a Public / Corporate / Private sector enterprise

OR

G.C.E. Advanced Level examination and Diploma in Marketing / Agriculture / Business Management / Plantation Management from recognized institute with minimum 05 years experience as a Management Assistant (Grade 1) in the field of Marketing in a Public / Corporate / Private sector enterprise

OR

Diploma in Marketing / Agriculture / Business Management / Plantation Management from a recognized institute with at least 10 years experience as a Management Assistant (Grade 1) in the field of Marketing in a Public / Corporate / Private sector enterprise

Internal - Minimum:

Diploma in Marketing / Agriculture / Business Management / Plantation Management from a recognized institute with at least 05 years experience as a Management Assistant (Grade 1) in the field of Marketing

02. MANAGEMENT INFORMATION SYSTEMS OFFICER - 01 POST

QUALIFICATIONS

External:

A Degree in Computer Studies / Computer Science / Management Information Systems from a recognized university with minimum 03 years experience in Management Information Systems / LAN Administration / Database Administration / Website Development in Public / Corporate / Private sector enterprise

OR

G.C.E. Advanced Level examination and Diploma in Computer Studies / Computer Science / Management Information Systems from recognized institute with minimum 05 years experience in Management Information Systems / LAN Administration / Database Administration / Website Development in Public / Corporate / Private sector enterprise

Internal - Minimum:

Diploma in Computer Studies / Computer Science / Management Information Systems from recognized institute with minimum 05 years experience in Management Information Systems / LAN Administration / Database Administration / Website Development or 08 years experience as a Management Assistant (Grade 1) in the relevant field.

Background knowledge required (Internal and External)

- Knowledge of peer to peer and client server networks.
- Understanding of computer hardware and peripherals.
- Knowledge of ERP System.
- Knowledge of software utility tools such as disk defrags.
- Expertise in Microsoft Office and Works.
- Knowledge of current and emerging internet technologies.
- Knowledge of file backup protocols and procedures.
- Knowledge of different types of portable storage mediums.
- Knowledge of a programming language.
- Background knowledge of XML,HTML,XHTML

03. PROCUREMENT OFFICER - (01 POST)

QUALIFICATIONS

External:

A Degree in Business Administration / Finance / Management / Marketing from a recognized university with minimum 03 years experience in the field of Administration / Finance / Marketing in Public / Corporate / Private sector enterprise

OR

G.C.E. Advanced Level examination and Diploma in Business Administration / Finance / Management / Marketing from recognized institute with minimum 05 years experience as a Management Assistant (Grade 1) in the field of Administration / Finance / Marketing in Public / Corporate / Private sector enterprise

OR

Diploma in Business Administration / Finance / Management / Marketing from a recognized institute with at least 10 years experience as a Management Assistant (Grade 1) in the field of Administration / Finance / Marketing in Public / Corporate / Private sector enterprise

Internal - Minimum:

Diploma in Business Administration / Finance / Management / Marketing from a recognized institute with at least 05 years experience as a Management Assistant (Grade 1) in the field of Administration / Finance / Marketing

04. ASSISTANT SUPERINTENDENT - (02 POSTS)

External:

A Degree in Agriculture / Plantation Management / Commerce from a recognized university with minimum 03 years experience in field activities of an Agricultural Project or Estate in a Public / Corporate / Private sector enterprise.

OR

G.C.E. Advanced Level examination and Diploma in Agriculture / Plantation Management / Commerce from recognized institute with minimum 08 years experience in field activities of an Agricultural Project or Estate in a Public / Corporate / Private sector enterprise

OR

Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with at least 10 years experience in field activities of an Agricultural Project or Estate in a Public / Corporate / Private sector enterprise

Internal - Minimum

Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with at least 08 years experience in the field activities

Salary particulars and age for above 01,02,03, and 04 Posts

Nature of Appointment : Permanent. (EPF and ETF)

Salary Scale : J M 1-1 - 2016 Department of Management Service Circular No. 02/2016

Salary 42,600.00 - 775 x 10 - 1135 x 18 – Rs.70,580.00

with other approved allowances for the position.

Age : Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

- Good communication skills in Sinhala and English
- Good skills in Interpersonal Relations.

05. MANAGEMENT ASSISTANT - (TECHNOLOGICAL) - 03 POSTS

Audit Assistant 02

Book Keeper 01

QUALIFICATIONS

External:

Having passed the G.C.E. (O/L) examination in one sitting in six subjects with credit passes for four subjects including Sinhala / Tamil /English Language and, Mathematics

Having passed at least one subject (other than the General Paper) at the G.C.E. (A/L) examination.

Foundation Level qualifications of the Institute of Chartered Accountants of Sri Lanka (ICASL) **OR**

Foundation Level qualification of Chartered Institute of Management Accountants (CIMA) **OR**

Foundation Level qualification of Association of Certified and Corporate Accountants (ACCA) **OR**

Intermediate Level qualification of AAT **OR** Any other Certificate course relevant to the Field.

Internal - Minimum

Having passed the G.C.E. (O/L) examination in six subjects with credit passes in the first language and Mathematics in one sitting.

Having completed a minimum of five (5) years service in permanent post of the company.

Foundation Level qualifications of the Institute of Chartered Accountants of Sri Lanka (ICASL) **OR**

Foundation Level qualification of Chartered Institute of Management Accountants (CIMA) **OR**

Foundation Level qualification of Association of Certified and Corporate Accountants (ACCA) **OR**

Intermediate Level qualification of AAT **OR** Any other Certificate course relevant to the Field.

Salary Scale : MA 2-1-2016 Department of Management Service Circular No. 02/2016

Salary 30,310.00 - 300x10 - 350x7 - 495x4 - 660x20 – Rs. 50,940.00 with other approved allowances for the position.

Note for Audit Assistant : Those who are having valid Motor bike license with experience in Plantation Sector. Specially coconut, cashew and animal husbandry will be advantage.

06. POST OF MANAGEMENT ASSISTANT (NON TECHNOLOGICAL) – 08 POSTS (One post for Reception)

QUALIFICATIONS

External:

Having passed the G.C.E. (O/L) examination in one sitting in six subjects with credit passes for four subjects including Sinhala / Tamil / English Language and Mathematics

AND

Having passed at least three subjects (other than the General paper) at the G.C.E. (A/L) examination

Internal - Minimum

Having passed the G.C.E. (O/L) examination in six subjects with credit passes in the first language and Mathematics in one sitting.

Having completed a minimum of five (5) years' service in permanent post of the company.

Salary Scale : MA 1-1 - 2016 Department of Management Service Circular No. 02/2016

Salary 27,910.00 - 300x10 - 350x7 - 495x4 - 660x20 – Rs. 48,540.00

with other approved allowances for the position.

Age for above 05 and 06 Posts

Nature of Appointment : Permanent. (EPF and ETF)

Age : Should be not less than 18 years and not more than 45 years.

The upper age limit will not apply to internal candidates.

Every applicant

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of post well and to serve in any part of the island
- Should be of excellent moral character.

Selection

Applicants from officers in government Department/Corporations/Statutory Boards should be forwarded through their heads of department. A copy must be sent directly.

Applicants should forward their curriculum vitae giving all relevant information in details with certified copies of certificates and testimonials (certified by J P or attorney at law) together with names, addresses and telephone numbers of two non-related referees, under registered post, indicating the post applying for on the top left hand corner of the envelope, to reach The Chairman, Chilaw Plantations Limited, No 165, Puttalam Road, Chilaw on or before 24/11/2020.

CANVASSING WILL BE A DISQUALIFICATION

The Chairman / CEO
Chilaw Plantations Limited,
165, Puttalam Road, Chilaw.

Date : - 10/11/2020