



Consumer Affairs Authority

MINISTRY OF TRADE

VACANCIES



Applications are invited from suitably qualified persons to fill the following vacancies in the Consumer Affairs Authority.

01. POST OF ASSISTANT DIRECTOR (Legal & Enforcement) - MM 1-1 (02 Posts)

Job Description:

Handling of consumer complaints and co-ordinate same at district level. Contact inquiries in terms of the provisions of the Act, Drafting plaints, charge sheets in respect of actions instituted in courts in terms of the provisions of the Act, Appearance on behalf of the Authority including the conducting of trials independently. Liaise with other regulatory bodies as and when required, Drafting, execution and/or enforcement of agreements entered into by the Authority in terms of the provisions of the Act, Preparation of necessary documents in respect of court cases instituted against the Authority, Liaise with district offices of the Authority / respective District Secretaries on legal matters, Planning and conducting of awareness programs and any other duties assigned by the Director (Legal & Enforcement).

Qualifications:

External:

An Attorney at Law with at least 05 years post qualifying experience in business or commercial environments in a Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I, of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs.(53,175 - 30 x 1,375 - 15 x 1,910 - 95,575)
In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 02/2016.

02. POST OF ASSISTANT DIRECTOR (Admin & HR) MM 1-1 - (01 Post)

Job Description:

Assist in manpower planning, recruitments and selections of employees, Supervision of all procurement of goods and services, Assist in the implementation of Human Resources policy, Review of performance of non executive employees, Handling of disciplinary matters of employees of non executive level, in charge of the personal files below Assistant Director level, Administration of official transportation, Attending to Publications, Inventory matters and Stores, Supervision and monitoring of attendance leave and establishment matters, To be updated with relevant Government Circulars, implementation of Staff Transfer schemes, Monitor the implementation of HR management systems, Training needs analysis and development of training plans and implements, Monitor the implementation of employee benefits, Coordinate in implementation of all agreements of service providers, Any other duties assigned by the Director (Admin & HR).

Qualifications:

External:

A Bachelor's Degree in Human Resources Management, Personnel Management, Business Administration and Public Administration from a University recognized by the University Grants Commission with at least 05 years post qualifying experience in HR Management and Administrations in Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs.(53,175 - 30 x 1,375 - 15 x 1,910 - 95,575) -
In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 02/2016.

03. POST OF ASSISTANT DIRECTOR (Regional Affairs) - MM 1-1 (06 Posts)

Job Description:

Responsible for all functions at District level, preparation and monitoring the auction plans & budgets. Liaise with the District Secretary and other key officials of the District Secretariat Offices, Co-ordinate with all Officers attached to the Units in order to achieve the assigned performance targets, identify and submit proposals to uplift the performance of District Units, preparation and submission of progress reports, planning and supervision of Field Investigations, Raids and Consumer Awareness programs, Co-ordinate the establishment of Consumer Societies, Maintenance of Data Bases on District Units, Planning and supervision of market surveys and submission of reports.

Qualifications:

External:

A Bachelor's Degree in Management, Marketing, Economics, Commerce or Science from a University recognized by the University Grants Commission with at least 03 years post qualifying experience in business or commercial environments in a Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I, of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs.(53,175 - 30 x 1,375 - 15 x 1,910 - 95,575)
In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 02/2016.

04. POST OF ASSISTANT DIRECTOR (Consumer Affairs & Information) - MM 1-1 (02 Posts)

Job Description:

Co-ordination, preparation and monitoring of action plans and budgets on related projects, develop public awareness programs on consumer rights, responsibilities and consumer affairs, organize annual events, workshops, exhibitions and fairs on consumer affairs, Establishment of consumer organizations, planning, promoting and monitoring the progress of the public awareness programs, preparation and submission of performance reports, media reports/ releases, any other duties as assigned by the Director (Consumer Affairs & Information).

Qualifications:

External:

A Bachelor's Degree in Management, Marketing, Economics, Commerce or Science from a University recognized by the University Grants Commission with at least 03 years post qualifying experience in business or Commercial Environments in a Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I, of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs.(53,175 - 30 x 1,375 - 15 x 1,910 - 95,575)
In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 02/2016.

05. POST OF ASSISTANT DIRECTOR (Competition Promotion) MM 1-1 - (01 Post)

Job Description:

Examine the concentration of market power for goods and services, Investigate into abuse of market powers and conducting research wherever necessary, Carrying out investigations in respect of anti competitive/unfair trade practices, Assist in planning, executing and evaluating research projects, Preparation of research reports, Planning and implementing awareness programs on anti competitive practices and advocacy on trade responsibilities, Maintain linkages with global sources of knowledge on the current economic affairs in the competition policy, Maintain the data bases, Any other duties assigned by the Director (Competition Promotion).

Qualifications:

External:

A Bachelor's Degree in Economics, Statistics or Marketing from a University recognized by the University Grants Commission with at least 03 years post qualifying experience in Business or Commercial Environments in a Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs.(53,175 - 30 x 1,375 - 15 x 1,910 - 95,575)
In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 02/2016.

06. POST OF ASSISTANT DIRECTOR (Pricing & Management)- MM 1-1 - (01 Post)

Job Description:

Assist in the management of pricing of goods and services, Preparation of cost structures of goods and services, Examination, cost evaluation and regulation of prices of specified goods and services, Assist in conducting pricing inquiries, Assist in periodical reviewing of pricing formulas, Supervision and maintenance of Data Bases of market conditions, International/Local Prices and production patterns of essential commodities, Co-ordinate and assist other divisions on pricing matters, Assist in planning and executing of efficiency studies, Assist in examination and reporting on advisory references in terms of the provisions of the Act, Any other duties assigned by the Director (Pricing & Management).

Qualifications:

External:

A Bachelor's Degree in Accountancy, Commerce or Financial Management from a University recognized by the University Grants Commission.

Or

Intermediate Level certificate in ICASL, CIMA, ACCA

With 03 years post qualifying experience in a Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs.(53,175 - 30 x 1,375 - 15 x 1,910 - 95,575)
In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 02/2016.

07. SYSTEMS ADMINISTRATOR (Grade II) JM 1-1 - (01 Post)

Job Description:

In-charge of Information Systems Management of the CAA, Handling of all Information Technology related matters and any other duties assigned by the Director.

Qualifications:

External:

A Bachelor Degree from a University recognized by the University Grants Commission in Information Technology.

with

A minimum of 06 years post qualifying experience as a Systems/IT Administrator/ Officer or a similar position in a Corporation, Board or a reputed mercantile establishment.

Internal:

Minimum of 05 years satisfactory service in the relevant field in a post in the Enforcement/Operational/Extension category (MA 5-2).

Salary Scale:

JM 1-1 2016: Rs. (42,600 - 10 x 755 - 18 x 1,135 - 70,580)
In terms of DMS Circular No.02/2016

Age:

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

08. POST OF DATA CO-ORDINATOR (Grade II) MA 5-2 - (01 Post)

Job Description:

Entering Data, Maintenance and updating of Data Bases, Tabulation of data & derivation of reports using application software, Updating and maintaining of the Websites, Entering Data and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Information Technology / Information System or Computing.

Additional Qualifications:

A Postgraduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2 2016: Rs. (36,850 - 10 x 755 - 15 x 930 - 5 x 1,135 - 64,025)
In terms of DMS Circular No.02/2016

Age:

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

General Conditions:

Other Allowances:

In addition to the salary, Cost of Living Allowance and any other applicable allowances will also be paid in terms of relevant government circulars.

Notice of Appointment:

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund and provisions as per relevant Government Circulars.

Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Confirmation:

Candidates appointed will be on probation for a period of three years. He / She will be confirmed in the post if his/her performance and conduct is satisfactory during the period of probation. Candidates selected internally who are already confirmed in a post will be subject to an acting period of one year.

Recruitment Procedure:

Structured interview conducted by a panel appointed by the appointing Authority.

Other:

Should be a citizen of Sri Lanka.

Should be ready to serve in any part of the Island.

Should be physically and mentally fit to discharge the duties of the post well.

Should be an excellent moral character.

Eligible candidates are invited to submit their applications under registered cover to the address given below on or before 28.09.2020 within 14 days of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached with the application. Applications from employees in the state sector should be forwarded through their Heads of the Institutions. Applications which do not conform to the above requirements, incomplete applications and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be stated on the top left-hand corner of the envelope. Please forward your applications to:

**Director General,
Consumer Affairs Authority,
2nd Floor, CWE Secretariat Building,
No. 27, Vauxhall Street,
Colombo 02.**