



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

VACANCY

Applications are invited for the following post in our Organization.

ASSISTANT MANAGER - SECURITY

(Grade A-5)
(Permanent Basis)

Qualifications required

Minimum of eight (08) years unblemished experience as a Commissioned Officer of Army, Navy, Air force or Gazetted officer of Sri Lanka Police and out of which minimum of four (04) years should be at the capacity of an Inspector of Sri Lanka Police, Captain/equivalent or higher ranker of Sri Lanka Army / Navy or Air force.

Diploma or higher qualification in the field of military or defense would be a distinguishable added qualification.

Age limit: Below 45 Years.

Please note :

This age limit is not applicable for the employees who are presently in the service of Government Ministries / Departments / Statutory Bodies / fully owned Government Companies.

Scope of work

1. To assist Manager (Security) to coordinate day today security duties in Bulk Depots and to supervise any changes and other related security matters.
2. To deputize Manager (Security) in his absence to attend Security Conferences and other meetings and discussions.
3. Preparation of Security related instructions/manuals and to conduct investigation as and when required in Bulk Depots.
4. Should be able to play a leading role in an emergency situation in Bulk Depots and to conduct rehearsals on Security Contingency Plan and to issue security instructions with the help of Manager (Security).
5. To supervise day today security activities in Bulk Depots and to submit daily situation reports to Manager (Security) daily through SAP.
6. To maintain records/services of weapons/ammunition/radio sets in Bulk Depots and perform annual visits to Bulk Depots and submit reports.
7. To build up good public relation with all Police Stations and Army Camps closer to Bulk Depots and to obtain their support in an emergency.
8. To prepare productive suggestions and plans in change of duties in Bulk Depots and to assist Manager (Security) to implement suggestions.
9. To look after welfare of Security Personnel in Bulk Depots including their uniform and other needs with the help of Depot Superintendent.
10. To study Security Personnel annual transfers and other transfers of the Bulk Depots and forward recommendations to Manager (Security).
11. To organize annual live firing practices and other training in Terminal and Bulk Depots and to attend these programmes.
12. Gather information regarding any crisis in Bulk Depots and to activate/coordinate Crisis Contingency Plan as and when required.
13. To perform night duties as per the instructions of Manger (Security).

Note: Should have proficiency in English Language and Computer Literate.

Salary Scale: Rs. 127,120 – 5 x 1,695 : 10 x 2,230 = 157,895/-

Fringe Benefits:

- > Allowances: meal, terminal and attendance incentive etc.,
- > Two months annual bonus & one month medical bonus
- > Medical Insurance Cover
- > Loan facilities

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Degree Certificate and/or Certificates of experience with names and addresses of two non related referees under registered post to reach the Human Resource Manager on or before 29.09.2020 indicating the post applied for on the top left-hand corner of the envelope.

Applications which are not comprehensive enough to verify above requirements will be rejected.

Human Resource Manager

Ceylon Petroleum Storage Terminals Limited (CPSTL)

Kolonnawa, Wellampitiya.

Tel: 2572597 / 2572307