



Ceylon Petroleum Storage Terminals Limited Kolonnawa

V A C A N C Y

We are a common user facility establishment for storage and distribution of all bulk petroleum products in the country
Applications are invited for the following post in our Organization.

HUMAN RESOURCE MANAGER (Grade A-3)

Qualifications required

1. Full Professional Qualifications of a recognized University/Institute with four years post professional experience in the field of Human Resource Management.
OR
2. Honours Degree of a recognized University or equivalent with nine years post degree experience in the field of Human Resource Management.
OR
3. General Degree of a recognized University or equivalent with ten years post degree experience in the field of Human Resource Management.

In addition, the prospective applicant should have thorough working knowledge and experience in the following:-

- Working in the capacity of Human Resource Manager in a large scale Government/Semi Government/Commercial Establishment.
- Attending and reporting to compliance and probing agencies like Government Audit, COPE, Treasury, CIABOC, LD,HRCSL and other relevant agencies and Courts of Law.
- Handling disciplinary matters and dispute resolution in a highly unionized working environment.
- HR related rules and regulations of semi government organizations and the government procedures and guidelines.
- Preparation of HR related management information reports, Board Papers and HR analytics.
- Fluent in English and should have the computer literacy.
- **Thorough Knowledge in ERP/SAP System and full exposure in handling HR Module & Payroll operation is a must.**

Age limit : Below 45 years

Salary Scale : Rs. 188,475 – 5 x 2,735 : 10 x 3,385 – 236,000/-

Responsibilities of the post

- * Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- * Bridge management and employee relations by addressing demands, grievances or other issues.
- * Manage the recruitment and selection process.
- * Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- * Nurture a positive working environment.
- * Oversee and manage a performance appraisal system that drives high performance.
- * Ensure legal compliance throughout human resource management.

Fringe Benefits:

- **Allowances: fuel, 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 email 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 to hrm@cpstl.lk to reach the Human Resource Manager on or before 22.05.2021.

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

Deputy General Manager (Human Resource & Administration)
Ceylon Petroleum Storage Terminals Limited(CPSTL)
Kolonnawa, Wellampitiya.
Tel: 2572307

