



# Ceylon Fertilizer Company Ltd

## Ministry of Agriculture



(State Ministry of Promoting the Production & regulating the Supply of Organic Fertilizer and Paddy & Grains, Organic Foods, Vegetables, Fruits, Chilies, Onion and Potato Cultivation Promoting, Seed Production and Advanced Technology Agriculture)

Ceylon Fertilizer Company is a fully state owned enterprise operating for more than 50 years in Sri Lanka, coming under purview of the ministry of Agriculture. Ceylon Fertilizer Company is engaged in importation of fertilizer, producing quality fertilizer mixtures and marketing, distributing through Island wide network of warehouses and thereby catering to the fertilizer needs of Sri Lankan farmers.

Applications are invited from suitably qualified and experienced persons who with achieving dynamic results for the following positions;

### **01. General Manager (Senior Manager – HM 2-1)**

#### **Job Profile:**

- Function as the Chief Operating Officer of the company.
- Policy planning and implementation.
- Monitor/ direct/ guide of functions of manager's of the company.
- Direct/ guide corporate action/ annual planning and monitor implementation of such plans.
- Responsible for all administration and operational functions of the company.
- Direct divisional teams to achieve company vision, mission, goals & objectives.
- Liaise with government and private organizations.
- Decisions/ recommendations regarding employee grievances.
- Responsible for disciplinary actions.
- Directly responsible for Legal and IT unit supervision.

#### **Qualifications and experience:**

##### **For External candidates**

- Should possess a Degree from a University recognized by University Grants Commission with a Masters Degree/should be an associate member of professional institute and
- 20 years of managerial experience including 05 years experience in senior managerial capacity in the field of production, marketing or distribution of a statutory institution, government institute or recognized private sector organization.
- Excellent computer literacy and English language skills will be considered as an added qualification.

##### **For Internal candidates**

- Minimum of 05 years satisfactory Service in senior managerial level (HM1-1) in the company

**Age limit** : Between 35 – 55 years and Maximum age limit will not be applicable for internal candidates.

**Salary scale** : Rs. 91,645/- 2,700 x 12 = Rs. 124,045/- (HM 2-1 2016)  
(As per the MSD circular 02/2016 (1))

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### **02. Chief Internal Auditor (Senior Manager – HM 1-1)**

#### **Job Profile:**

- Initiating and developing system administrative processors and procedures.
- Reviewing the existing systems, processors and procedures.
- Regular checks of internal staff to ensure they adhere to internal rules, regulations and policies.
- Regular audit rounds and report progress on time.
- Recommending on improvements as per the findings.
- Stock verification at regular intervals.
- Special audit checks as per Chairman's instructions for any verification.
- Working in accordance with government audit, line ministry and external auditors.
- Organizing regular audit and management committee meetings with relevant departments to optimize and achieve organizational goals.

#### **Qualifications and experience:**

##### **For External candidates**

- Associate member of ICASL/ CIMA/ ACCA with 15 years managerial level experience in field of finance and / or accounting/ auditing
- Or
- Should possess a Degree in Accountancy/ Commerce from a University recognized by the University Grants Commission and a Masters Degree in Financial Management.
- With

- 15 years of managerial level experience in the field of Finance / Audit in government institution or reputed private institution.

- Excellent computer literacy and English language skills will be considered as an added qualification.

##### **For Internal candidates**

- Minimum of 05 years satisfactory Service in middle manager (MM1-2) grade 1 in the field of audit

**Age limit** : Between 35 – 55 years and Maximum age limit will not be applicable for internal candidates.

**Salary scale** : Rs. 80,295/- 2,270 x 15 = Rs. 114,345/- (HM 1-1 - 2016)  
(As per the MSD circular 02/2016 (1))

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### **03. Manager (Administration and Human Resources HM 1-1)**

#### **Job Profile:**

- Human Resources Planning
- Recruitment and Selection
- Employee Performance Management
- Employee Training and Development
- Industrial Relations
- Implement Policies for Human Resource Development
- Attending to employee disciplinary matters.
- Presenting recommendations/ suggestions on HR related functions to top management and board of directors
- Other administration matters.

#### **Qualifications and experience:**

##### **For External candidates**

- Should possess a Degree from a University recognized by University Grants Commission with a Masters Degree in Management/ Human Resources Management.

With

- 15 years of experience in managerial level in the field of Human Resources.
- Excellent computer literacy and English language skills with associate member of Chartered Institute of Personal Management (CIPM) will be a consider as an added qualification.

##### **For Internal candidates**

- Minimum of 05 years satisfactory Service in managerial level (MM 1-2) Grade I in the company

**Age limit** : Between 35 – 55 years and Maximum age limit will not be applicable for internal candidates.

**Salary scale** : Rs. 80,295/- 2,270 x 15 = Rs. 114,345/- (HM 1-1 - 2016)  
(As per the MSD circular 02/2016 (1))

#### **Others:**

##### **All candidates:**

- Should be a Sri Lankan citizen,
- Should have mental and physical capability to perform at any part of the country,
- Should have an excellent character

The following allowances are applicable in addition to the salary for the above positions;

- Government approved allowances

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#### **Other fringe benefits:**

- Contribution to the Employees' Provident Fund will be at the rate of 15% from the company and 10% from the employee. The company will also make a contribution equivalent to 3% of the Employees' Trust Fund
- Medical insurance scheme covering the employee and the family
- Official vehicle with driver or transport and fuel allowance (as per the Public Enterprises Department circular no. 1/2015)
- Professional allowance (as per the MSDcircular 05/2017 )
- Re- imbursement of telephone bills (as per the PEDcircular 2/2015)
- Other benefits such as Circuit Bungalow facilities at nominal rates etc.,

#### **How to apply**

- Internal candidates should handover the applications on or before 31.08.2021 to below mentioned address.
- Applicants from state owned organisations should submit their applications through the head of the respective organisation.

- Please apply on or before 31.08.2021 With a detailed CV to prove your experience, including certified copies of educational, professional & service certificates. Please state the post applied for on the top left hand corner of the envelop and forward through registered post to the following address and also forward copy of your application through E –mail to [Chairman@lakpohora.lk](mailto:Chairman@lakpohora.lk)

- Applications which do not confirm to the above criteria will be rejected.

Chairman,  
Ceylon Fertilizer Co.LTD,  
Lakpohora Swarna Jayanthi Mawatha,

Hunupitiya, Wattala