

# VACANCIES



## Ministry of Plantation SRI LANKA TEA BOARD



Sri Lanka Tea Board, the Apex Body of the Tea industry in Sri Lanka is looking for dynamic and result oriented individuals with pleasing personality to be recruited for the following posts.

### The Post of Director – Administration & Human Resources – HM (1-1)

#### Job Description :

In-charge of the Administration function of the Board (Transport, Security, Library & Maintenance activities), Formulation, implementation, Monitoring and Evaluation all Human Resources Management & Development activities of the Board. , In-charge of the Procurement function of the Board, Monitoring and Evaluation of physical and financial targets set at the beginning of every year and providing such information to performance appraisers subject to the control and direction of the Director General and Chairman of the Board.

#### Qualification & Experience External Candidates :

- a). Bachelors Degree obtained in Management / Public Administration / Business Administration/ Human Resources Management / LLB from a University recognized by the University Grant Commission of Sri Lanka AND Postgraduate Degree(Masters) in Management / Public Administration/Business Administration  
AND

A minimum of Fifteen (15) years of Managerial Level experience after obtaining the first degree, with a proven track record in a recognize organization in the field of Administration & HR.

#### Internal Candidates : (a or b)

- a). Having obtained the qualification and experience required by the External Candidates above  
b). A minimum of Five (5) years satisfactory service in the Middle Managerial category Grade I in the service of the Sri Lanka Tea Board in relevant field.

#### Salary Scale : HM 1-1-02/2016 : Rs. 80,295 - 15 x Rs.2270 - Rs.114,345 per month

The applicable initial salary step of **Rs. 80,295/=** p.m. In addition cost of living allowance of **Rs. 7800/=** p.m. with professional allowance as per the Circular will also be paid. An Assigned vehicle with the approved fuel allowance & driver or Transport Allowance will be provided by the Board in terms of the prevailing Public Enterprise Circulars.

**Age :** should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**Selection for the Post of Post of Director (Administration & HR):** By Structured Interview

### The Post of Statistician MM1-1 (Grade II)

#### Job Description :

Collection, evaluation and disseminating of the data and other activities related to data analyzing of the tea industry, specially delegated in a manner supplementary to and facilitating the discharging of duties by an authorized officer of the Board

#### Qualification & Experience

##### External Candidates :

- a). A degree in Statistics or Economics from a university recognized by University Grant Commission of Sri Lanka  
AND

At least Three (03) years post qualifying experience in the relevant field in a Corporation, Board or a reputed Mercantile Establishment

##### Internal Candidates: (a or b)

- a). Having obtained the qualifications and experience required by the external candidates above  
OR  
b). Completion of minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category , in the subject area relevant to the post.

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

#### Salary Scale : MM 1-1-2016 : Rs. 53,175 - 10 x Rs. 1375 - 15 x Rs.1910 - Rs.95,575

The applicable initial salary step of **Rs. 53,175/=** p.m. In addition cost of living allowance of **Rs. 7800/=** p.m. with professional allowance as per the Circular will also be paid

**Age :** Should be not less than 18 years and more than 45 years. Upper age limit will not apply to internal candidates.

**Selection for the Post of Post of Statistician: By a Structured Interview.**

#### BENEFITS

- Medical benefits according to the prevailing rules of the Board.
- Provident Fund: the selected candidates will be required to contribute 10% of his/her salary to the Employees' Provident Fund. The Board will contribute 15%.
- The Board will contribute a further 3% of the Employee's salary to the Employees' Trust Fund.

#### GENERAL CONDITIONS

- Every applicant should be a Sri Lankan citizen.
- Every applicant should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Every applicant should have an excellent character.
- The selected external candidates will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidates who are already confirmed will be subjected to an trial period of one year.
- Persons recruited externally will be placed on the initial salary step of the applicable salary scale and internally appointed persons will be placed in salary scale in terms of the provisions of the clause 4 of the chapter VII of the Establishment Code.

#### APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website <http://www.srilankateaboard.lk> and sent together with a copy of Birth certificate, copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address on or before **24<sup>th</sup> August 2021.**

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions. Non conformity with this requirement may cause the rejection of such applications.

**DIRECTOR GENERAL  
SRI LANKA TEA BOARD  
574, GALLE ROAD,  
COLOMBO 03.**