



# Ministry of Plantation Industries Coconut Development Authority



Applications are hereby invited from the citizens of Sri Lanka who are well experienced and have necessary qualifications with regard to the undermentioned posts presently vacant at the Coconut Development Authority.

## 1. Post - Director (Administration )

**No. of Vacancies** : 01

**Service Category** : Senior Management Level - (HM 1-1)

**Salary scale** : Rs. 80,295,/ = 15x2,270/ = Rs.114,345/- (HM 1-1 - 2016) (per month)  
+ Approved Government Allowances.

### Educational Qualifications and Experience :

#### For External Applicants

Should have obtained a first Degree from a university recognized by the University Grants Commission in the fields of Public Administration/ Business Administration/ Management/ Law with a Postgraduate Degree of the relevant field.

With

Should have at least 15 years experience in Managerial level relevant field in a government or government recognized institution.

#### For Internal Applicants

Should have completed satisfactory period of service not less than 05 years in a related field in a Managerial level (MM 1- 1 ) with the salary scale of grade 1 of the Coconut Development Authority.

#### Age Limit :

Candidates should not be less than 35 years of age and not more than 50 years as at closing date of applications. The upper age limit would not be applicable to Applicants already in the Coconut Development Authority.

**Method of Selection** : By an Structured Interview

Transport facilities are provided as per the Public Enterprises Circulars Nos. 1/2015 and 1/2015 (1)

## 2. Post – Internal Auditor

**No. of Vacancies** : 01

**Service Category** : Middle Management level - (MM 1-1)

**Salary scale** : Rs. 53,175/-,10x1,375/-,15x1,910/-, = Rs.95,575/- ( MM 1-1 - 2016 ), (per month) + Approved Government Allowances.

### Educational Qualifications and Experience :

#### For External Applicants

i. Should have obtained a Commerce degree from a university, recognized by the University Grant Commission in the fields of Accountancy, Commerce, Business Administration, Public Administration, Management.

Or

ii. Passed Intermediate Examination of Institute of Chartered Accountants of Sri Lanka/ Parts A and B of Institute of Cost and Management Accountants of England and Professional Part I/Intermediate Examination of Institute of Chartered and Chartered Accountants (England)

iii. Should have at least 03 years of experience in audit or accounting field, after obtaining the above i or ii qualification.

#### For Internal Applicants

i. Should have completed satisfactory period of service not less than 05 years in a related field in a Junior Management level (JM 1- 2) of grade II of the Coconut Development Authority.

Or

ii. Should have completed satisfactory period of service not less than 05 years in a related field in a MA 3 category in Coconut Development Authority and having fulfilled the educational qualifications for external applicants

#### Age Limit :

Candidates should not be less than 25 years of age and not more than 45 years as at closing date of applications. The upper age limit would not be applicable to Applicants already in the Coconut Development Authority.

**Method of Selection** : Structured interview

#### Other

For the above posts

1. Should be a citizen of Sri Lanka
2. To perform the duties assigned to the post well and be prepared to work in any part of the country. Must be physically and mentally fit to serve.
3. Must be of excellent character.

#### Benefits :

For the above posts

1. Gratuity under the Act No. 12 of 1983.
2. Covered under a staff Medical Insurance Scheme and Personal Accident Insurance Scheme/Workmen Compensation Insurance Scheme
3. Employees' Provident Fund (EPF), Employee-10%, Employer - 15% and Employees' Trust Fund (ETF) 3% Contribution by Employer.
4. Other fringe benefits applicable to Employees of the Authority.

Applications of the candidates inclusive of the details of the applicant's present employment, salary particulars, previous positions held with duration and names and addresses of two non-related referees and all the other particulars of the applicants together with copies of Birth Certificate, Educational, Professional & Service Certificates thereof, should be forwarded under registered cover to reach on or before 11.08.2023. The post applied for should be indicated on the top left-hand corner of the envelope.

Applicants employed in Government Departments / Provincial Government Service / State Corporations / Statutory Boards should forward their applications through the respective Heads of Institutions and applicants who are already in permanent service in the Coconut Development Authority should forward their applications through the respective Divisional Heads of the Authority.

Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/Institutions will be rejected.

This advertisement may be downloaded from CDA web site - [www.cda.gov.lk](http://www.cda.gov.lk)

#### Chairman

**Coconut Development Authority**

**No. 54, Nawala Road,**

**Narahenpita,**

**Colombo 05.**