



VACANCIES

Consumer Affairs Authority

(Ministry of Industry and Commerce)



Applications are invited from suitable candidates for the following posts in the Consumer Affairs Authority.

(01) Post of Director (Pricing and Management) - HM 1-1

Job Description:

- Establishment and maintenance of a data base relating to market conditions and consumer affairs
- Undertake public and private sector efficiency studies
- Evaluation of the Price Revision applications
- Conducting pricing inquiries and making recommendation on pricing of specified items
- Review pricing formulae of essential items
- Undertake studies in respect of the sale or supply of goods and services to ensure availability and quality to consumers
- Provide necessary support services
- Contribute to issue directions to manufacturers and traders in respect of price marking, labeling and packing, storage, transportation, and sale and manufacture of goods and in respect of trading practices as prescribed by the Act.
- Liaise with the legal and enforcement division on matters related to fixing Maximum Retail Prices for commodities, Agreements with the traders, Court cases, Abstractions etc.
- Maintain and update a data base on world market supply & price variation of specified items
- Liaise with the Department of Fiscal policy of the General Treasury, Department of Customs etc. to get relevant information required for pricing

Qualifications:

External Candidates:

A Bachelor's Degree in Accountancy, Commerce, Financial Management from a University recognized by the University Grants Commission and a Post Graduate Degree qualification in the relevant field

OR

Associate member of ICASL, ACCA, CIMA or CMA by recognized professional body, With 15 years post qualifying experience in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates:

Minimum of Five (05) years satisfactory service in a post in the manager category Grade I, in the subject area relevant to the post.

Salary Scale: HM 1-1-2006; Rs. (38530 - 15 x 1100 - 55030)

Age: Not less than 35 years and not more than 55 years. Upper age limit is not applicable for internal candidates.

(02) Confidential Secretary to the Director General (Grade II) - JM 1-1

Job Description:

- Attending to secretarial work
- Maintaining confidentiality of all documents
- Handling the mail
- Any other duties assigned by the Director General

Qualifications:

External Candidates:

G.C.E. O/L in six subjects including credit passes for Sinhala or Tamil, English and Mathematics and passed 03 subjects in G.C.E. A/L (Except the general paper) with Diploma in secretarial practices, personnel or office management from the Polytechnic, Technical College, National Apprentice and Industrial Training Authority or Vocational Training Authority with 10 years post qualifying experience as a confidential secretary or a Personal Assistant.

Speed: Stenography (English) - 80 wpm

Computer literate and able to operate latest office packages will be treated as an added qualification.

Should be proficient in the English Language.

Salary Scale: JM 1-1-2006 A; Rs. 20525 - 10 x 365 - 18 x 550 - 34075

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

All recruitments to this category will be only Grade II.

(03) Post of Investigation Officer (Grade II) - MA 5-2

Job Description:

Conducting of Raids, Investigations and Market Surveillance, Prosecution of errant traders, Conduct market surveys and market research, handling of complaints, Conduct awareness programs for identified target groups, Establish and monitor the progress of the consumer societies, Carrying out the instructions given by the District Secretary, Assist in preparing, maintaining and submitting of reports / schedules and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Economics, Commerce, Management or Marketing.

(04) Post of Documentation Officer (Grade II) - MA 5-2

Job Description:

Supervision of the preparation of documents/minutes/reports, Co-ordinate with other divisions and related institutions to co-ordinate necessary information, Submission of required reports, Maintenance of proper documentation system, Co-ordination of the preparation of articles and publications, Co-ordination with the print & electronic media personnel for publication of reports and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Mass Communication, Journalism or Information Technology/Information System.

(05) Post of Accounts Officer (Grade II) - MA 5-2

Job Description:

Assist in the preparation of monthly accounts, Assist in the preparation of monthly cash forecast, Checking of salary schedules and other statutory payments, Verification of receipts and payments, Administration of cash book, Maintain the assets movement registers, Preparation of Cheques and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management or HNDA

OR

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

(06) Post of Costing Officer (Grade II) - MA 5-2

Job Description:

Assist in the costing of products, Assist in the regulation of prices of specified goods and services, Monitoring the collection of data and maintenance of databases, Study and report on the international market price variation of commodities, Assist in conducting Efficiency Studies and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management.

OR

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

(07) Post of Legal & Enforcement Officer (Grade II) - MA 5-2

Job Description:

Handling of consumer complaints, Provide necessary assistance in conducting inquiries in terms of provisions of the Act, Drafting Plaints, Charge sheets in respect of actions instituted in courts, Filing of court cases and appearing on behalf of the Authority, Conducting of trials in Courts, Assist in conducting inquiries in to complaints on anti competitive practices and any other duties assigned by the Director.

Qualifications:

Attorney at Law.

(08) Post of Statistician Officer (Grade II) - MA 5-2

Job Description:

Collection of statistical data, analysis and submission of reports, Introducing statistical packages as and when required, Assist in conducting research and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Statistics.

(09) Post of Administration Officer (Grade II) - MA 5-2

Job Description:

Assist in procurement of goods and services, Assist in recruitment of employees, Preparation of utility bills, salary information, schedules on retirement benefits, attendance and leave records, Maintenance of records relevant to control of transportation, Maintain cleanliness of premises and attending to health and safety measures, Co-ordination of EPF/ETF, Gratuity payments and other retirement benefits with relevant institutions, Processing of loans, salary and other advances of employees, Assist in implementation of all agreements with service providers, Handling the mail, Maintaining and updating of HR management systems, Assist in identifying the training requirement of employees and implementation of training plans, Monitoring the progress of the training programs attended by the employees, Assist in conducting all internal examinations, Assist in periodical Performance Evaluations of the employees and any other duties assigned by the Director.

Qualifications:

A Bachelors Degree from a University recognized by the University Grants Commission in Business Administration/Public Administration/ Business Management.

Additional Qualifications(MA 5 - 2):

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale: MA 5.2 - 2006 A; Rs. (17,850 - 10 x 365 - 15 x 450 - 5 x 550 - 31,000)

Age: (MA 5 - 2): Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

All recruitments to this category will be only Grade II.

(10) Book Keeper (Grade III) - MA 2-2

Job Description:

Writing up the Journal, Maintaining the General Ledger, Checking of Cash Books, Posting of accounting entries, Assist in preparation of Final Accounts and any other duties assigned by the Director.

Qualifications:

Educational:

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including (i) Sinhala / Tamil (ii) English language (iii) Mathematics
- Having passed three subjects (other than the General Paper) at the G. C. E. (A/L) examination. Preference will be given to the candidates who passed the G. C. E. (A/L) examination in Commerce stream.

Vocational:

Having successfully completed a Diploma or Certificate Course not below the N. V. Q. Level 5, conducted by a recognized Institute of Technological Training in Book Keeping.

OR

Having part qualification of AAT/CMA/ICASL/CIMA/ ACCA /IBK

Computer literate will be treated as an added qualification.

Salary Scale: MA 2-2 - 2006 A; Rs. (14610 - 10 x 145 - 7 x 170 - 4 x 290 - 20 x 345 - 25310)

Age: (MA 2 - 2): Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

All recruitments to this category will be only Grade III.

General Conditions

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF) and provisions as per government circulars etc.

Salary at Recruitment

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Candidates appointed externally will be on probation for a period of three years. He/ She will be confirmed in the post if his/her performance and conduct is satisfactory during the period of probation and on completion of the due Efficiency Bar Examinations. Candidates selected internally who are already confirmed in a post will be subjected to an acting period of one year.

Should be a citizen of Sri Lanka

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

Should be of excellent moral character.

Eligible candidates are invited to send their applications under Registered Cover to the address given below within 14 days of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached with the application. The post applied for should be stated on the top left-hand corner of the envelope. Please forward your application to:

Director General,
Consumer Affairs Authority,
01st & 02nd Floor, CWE Secretariat Building,
No. 27, Vauxhall Street,
Colombo 02.