



# STATE PRINTING CORPORATION

## VACANCIES



State Printing Corporation, a well established profit making Commercial Organization involved in Commercial Printing, Security Printing, Publishing and Stationery Production and Marketing, looks for dynamic and result-oriented Sri Lankans having good track records for the following Vacancies.

### POST OF ASSISTANT MANAGER (LEGAL / SECRETARY TO THE BOARD)

#### Job Description:

- Handling all legal functions including Court Cases and other legal matters i.e. internal inquiries, disciplinary matters.
- Handling all confidential documents of the Board and coordinating with Board Members.
- Attend Board Meetings as Board Secretary
- Organizing the Board Meetings

#### Qualifications:

An Attorney-at-Law with a minimum of 03 years experience as a Legal Officer in a Government Department / Corporation / Board or in a reputed Mercantile Establishment. (Experience in Secretarial works labour related matters will be an added qualification).

#### Salary Scale:

MM 1-1 - Rs. 25640/= 3x665 - 7x735 - 15x925 - 46655/= (monthly).

### POST OF INTERNAL AUDITOR

#### Job Description:

- ❖ Overall supervision in the Internal Audit functions.
- ❖ Preparation of Annual Audit Programmes and make assignments to the subordinates based on the Annual Audit Programmes.
- ❖ Supervising and making observations regarding the proper implementation of management policies, procedures, circulars and other statutory requirements, and report to the management, if deviations are found.
- ❖ Making necessary arrangements to forward reports to the Management and Board of Directors
- ❖ Making suggestions to develop the existing system, if necessary
- ❖ Carry out any special investigations if necessary

#### Qualifications:

Intermediate level examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or Intermediate level examination of Chartered Institute of Management Accountants (CIMA) or Intermediate level Examination of Association of Certified and Corporate Accountants (ACCA) or Intermediate level examination of the Institute of Certified Management Accountants of Sri Lanka (ICMASL) or A Bachelor's Degree in (Management or Commerce) from a University recognized by the University Grants Commission or Higher National Diploma in Accountancy WITH at least three (3) years post qualifying experience in Accounting / Costing / Auditing in a Government Department / Corporation / Board or a reputed Mercantile Establishment.

#### Salary Scale:

MM 1-1 - Rs. 25640/= 3x665 - 7x735 - 15x925 - 46655/= (Monthly).

#### Service Conditions :

The above Posts are Permanent and should undergo 03 years probationary period.

#### Age Limit :

Age should be not less than 22 years and not more than 45 years.

The following allowances are applicable for the posts in addition to the salary:

- \* Govt. approved allowances
- \* Attendance Incentive
- \* Meal allowance

#### Other Fringe Benefits:

- \* Medical Scheme covering the employee and the family
- \* Annual Bonus equivalent to two Months salary
- \* EPF & ETF
- \* Encashment of Unutilized Leave

#### How to apply:

Applications giving full bio-data, address and Telephone Numbers with copies of educational & Professional certificates and names and Telephone Numbers of two non-related referees should be sent under registered cover to reach the undersigned on or before 14.01.2016.

Applications from candidates employed in Government Departments and Public Sector Institutions should be forwarded through the respective Heads of Departments. The post applied for should be stated on the top left-hand corner of the envelope.

**Chairman,  
State Printing Corporation,  
Panaluwa,  
Padukka.**

