



# VACANCIES

## Consumer Affairs Authority

(Ministry of Industry & Commerce)



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

### (01) Post of Senior Legal & Enforcement Officer (Grade II) JM 1-1

#### **Job Description:**

Handling of consumer complaints, conducting of inquiries in terms of the provisions of the Act, Drafting of Complaints, charge sheets in respect of actions instituted in courts in terms of the provision of the Act, Filing of court cases and appearance on behalf of the Authority including the conducting of trials, assist the Competition Promotion Division in conducting investigations into complaints on anti-competitive practices and any other duties assigned by the Director.

#### **Qualifications:**

**External:** An Attorney-at-Law  
with

A minimum of 06 years post qualifying experience as a Legal Officer in a Corporation, Board or a reputed mercantile establishment.

**Internal:** Minimum of 05 years satisfactory service in the relevant field in a post in the Enforcement / Operational / Extension Category (MA 5-2).

### (02) Post of Audit Officer (Grade II) JM 1-1

#### **Job Description:**

Supervise the implementation of internal Audit program, Preparation of Internal audit reports, Study the Administrative & Financial procedures & systems in order to identify areas which needs further improvements and any other duties assigned by the internal auditor.

#### **Qualifications:**

**External:** A Bachelor's Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management or any similar qualification in Accountancy / Commerce / Management

Or

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

With

A minimum of 06 years post qualifying experience as an Audit/Accounts Officer in a Corporation, Board or a reputed mercantile establishment.

**Internal:** (a) Minimum of 05 years satisfactory service in the relevant field in a post in the Enforcement / Operational / Extension Category (MA 5-2).

Or

(b) Minimum of 5 years satisfactory service in the relevant field in a post in Grade 1 of the "Management Assistant" Category (MA 1-2 or MA 2-2).

### (03) Post of Systems Administrator (Grade II) JM 1-1

#### **Job Description:**

In charge of Information Systems management of the CAA, Handling of Information Technology related matters and any other duties assigned by the Director.

#### **Qualifications:**

**External:** A Bachelor's Degree from a University recognized by the University Grants Commission in Information Technology.

With

A minimum of 06 years post qualifying experience as a Systems / IT Administrator / Officer or a similar position in a Corporation, Board or a reputed mercantile establishment.

**Internal:** Minimum of 05 years satisfactory service in the relevant field in a post in the Enforcement / Operational / Extension Category (MA 5-2).

#### **Salary Scale:**

JM 1-1 - 2006 A: Rs. (20,525 - 10x365 - 18x550 - 34,075)

All recruitments to this category of JM 1-1 will be only to Grade II.

#### **Age:**

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

#### **General Conditions:**

##### **Nature of Appointment**

Permanent with entitlement to Employee's Provident Fund and Employees' Trust Fund and provisions as per relevant government circulars.

##### **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.

Should be a citizen of Sri Lanka.

Should be ready to serve in any part of the island.

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 submit 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,  
02nd Floor, CWE Secretariat Building,  
27, Vauxhall Street, Colombo - 02.