

## Ministry of Plantation Industries

# NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

Applications are invited from suitably qualified Sri Lankans for the following posts of this Institute.

### 1. POST OF TRAINING OFFICER (Management) - JM 1.1 - Grade II

#### Job Description:

To assist the Training Specialist in training needs, designing and conducting training programmes, evaluating the impact of training programmes and deliver lectures in the relevant subjects.

#### Qualifications:

##### **External:**

A four year Special Degree in Management / Commerce / Public Administration from a recognized University.

##### **Internal:**

Pass 03 subjects in GCE (A/L) and minimum of 05 years experience as a Management Assistant - Non Tech category in Grade I.

#### Experience:

At least one (01) year post qualifying experience in a reputed Public / Private Sector organization.

#### Salary Scale:

JM 1-1-2016 (Rs. 42,600 - 10x755 - 18x1135 - 70,580).

In addition, Cost of Living Allowances will be paid.

#### Age Limit:

Should not be less than 25 years and not more than 45 years. The upper age limit will not apply to the candidates working in the public sector.

### 2. POST OF INTERNAL AUDITOR - JM 1-1 - Grade II

#### Job Description:

Responsible for ensuring internal controls by installing and monitoring adequate system and procedures and carrying out routine and regular/random investigation and checking of all functions of the Institute.

#### Qualifications:

##### **External:**

A Degree in Management / Commerce / Accountancy / Public Administration from a U.G.C. approved recognized University.

**OR**

Having passed the Intermediate Examination of the Institute of a recognized professional Accountants' Institute of which the subject area is relevant to the post.

**AND**

At least one (1) year post qualifying experience in relevant field in a reputed public / private sector organization.

##### **Internal:**

Having obtained the qualifications required by the external candidate above.

**OR**

Completed a minimum of five (5) years satisfactory service in a post of the Management Assistant - Non Tech Grade I, in the subject area relevant to the post.

#### Salary Scale:

JM 1-1-2016 (Rs. 42,600 - 10x755 - 18x1135 - 70,580).

In addition, Cost of Living Allowances will be paid.

### 3. POST OF LIBRARIAN - MA 3 - Grade III

#### Job Description:

Select and order books and periodicals for the NIPM library, acquire and process of books and periodicals, index periodical articles, store information and retrieval of information when required, handle professional membership of the Institute.

#### Qualifications:

Bachelors degree from a recognized university with 03 years post qualifying experience in a recognized library.

**OR**

Associate member of Sri Lanka Library Association with 05 years post qualifying experience in library work in a recognized library.

**OR**

Passed G.C.E. (A/L) and a Diploma in Librarianship or Library Science from a recognized Institution with 08 years experience in Library work in graded library.

#### Salary Scale:

MA3-2016 (Rs. 32,200 - 10x445 - 11x660 - 10x730 - 5x750 - 54,960)

In addition, Cost of Living Allowances will be paid.

#### Age Limit 2 & 3:

Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the candidates working in the public sector.

#### Method of Selection:

Written competitive examination & through an interview by a professional panel.

#### General

Applicants should be fluent in English and exposure to computer applications is a distinct advantage.

#### Other Benefits

- Institute's contribution to EPF and ETF will be 12% and 3% respectively. (Employee's contribution to EPF will be 10%)
- Contributory medical scheme for the member and immediate family members.
- Free transport from and to the nearest town (Athurugiriya).

#### How to apply

Please forward your detailed Curriculum Vitae with names and addresses of two non-related referees together **with copies of relevant certificates** to the undersigned to reach on or before 15th October 2016 under registered cover. Applications from employees in the public sector should be forwarded through the respective Heads of Institutions. The post applied for should be marked on the top left-hand corner of the envelope. The incomplete applications will not be accepted under any circumstances.



**Director**  
**National Institute of Plantation Management**  
**M.D.H. Jayawardena Mawatha,**  
**Athurugiriya.**

**Tel. 011-2770232**