

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 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, Assistant in periodical Performance Evaluations of the employees and any other duties assigned by the Director.

Qualifications:

External:

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

Additional Qualifications:

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

Salary Scale:

MA 5-2 - 2016: Rs. (36,850 - 10x755 - 15x930 - 5x1,135- 64,025) - effective from 01.01.2020

Salary on Appointment:

Basic Salary: Rs. 25,450/- and Adjustment Allowance: Rs. 5,970/- (in terms of DMS circular No. 02/2016)

All recruitment to this category of MA 5-2 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 the internal candidates.

(02) POST OF MANAGEMENT ASSISTANT (Grade III) MA 1-2

Job Description:

Operating the communication network of the Authority efficiently, Maintaining good public relations with visitors and other relevant parties, Directing visitors to relevant divisions/units within the premises, Word processing / typing of documents, maintaining and updating of data bases, Attend to correspondence under the guidance of the immediate supervising officer, Head of the Division, preparation of accounting documents such as vouchers, travelling claims etc., Writing up cash book and petty cash book, Assist in the preparation of salaries, Maintaining records of EPF and ETF including monthly and half yearly statements, Assist in the preparation of Financial Statements and reports, Assist in the preparation of cost analysis, Maintenance of file movements registers and records, Assist in conducting price inquiries, Preparation of inquiry proceedings, Maintenance of files and records, attending to secretarial work such as taking down dictation and preparation of letters, minutes and reports, Tabulation of data and generation of reports, assist in maintenance of stores, preparing GRN and Dispatch Advises, Receiving, storing and issuing stocks, assist in the maintenance of records such as stock records / bin cards / stores ledgers etc., Assist in the proper maintenance of stock, assist in the Management of Information Systems of the Consumer Affairs Authority, Assist in Installation of software packages / solutions, Maintenance of Hardware & Software, Maintenance of Networks of the Consumer Affairs Authority, Controlling of the Main Server for Information Systems, Assist in updating and updating the Information Systems of the Consumer Affairs Authority, Assist Technical Committee appointed to purchase IT equipment & IT solutions, reporting on Breakdowns of the Information Systems of the Consumer Affairs Authority, Assist in updating the stock records of consumables used in IT equipment, any other duties assigned by the relevant Director.

Qualifications:

External:

Educational

- a) Having passed the G.C.E. (O/L) Examination in six subjects with credit passes for four subjects including

- Sinhala / Tamil
- English language
- Mathematics

- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination

Internal

Employees of the categories of Primary Level - Skilled (PL 3) and Primary Level - Unskilled (PL 1) who possess the following qualifications are eligible to apply.

Educational

Having passed the G.C.E. (O/L) Examination in six subjects with Credit passes for four subjects including

- Sinhala / Tamil
- English language
- Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee categories

Note:

Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual / temporary basis too should not be counted for this purpose.

Salary Scale:

MA 1-2 - 2016: Rs. (27910 - 10x300 - 7x350 - 12x600 - 12x710 - 49,080) - effective from 01.01.2020

Salary on Appointment:

Basic Salary: Rs. 19,234/- and Adjustment Allowance: Rs. 6,984/- (in terms of DMS circular No. 02/2016)

All recruitment to this category of MA 1-2 will be only to Grade III.

Age:

Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

(03) POST OF DRIVER (Grade III) PL 3

Job Description:

Driving of motor vehicle adhering to the road rules and as per the instructions given by the Officer-in-Charge, Maintenance and updating of records such as running charts, service records etc., Daily Maintenance of the vehicle, keep informed the Officer-in-Charge about the condition of the vehicle, Attend to service and repair requirements of the vehicle, in the event of any incident or any accident, the Officer-in-Charge should be informed, any other duties assigned by the Officer-in-Charge/Head of Division.

Qualifications:

External:

Passed G.C.E. (O/L) Examination in six subjects including Sinhala or Tamil.

AND

Vocational: A valid licence to drive heavy vehicles and a minimum of three years experience in driving heavy vehicles at a reputed establishment.

Internal:

Employees of the Primary Level - Unskilled who have sat for the G.C.E. (O/L) Examinations and passed a minimum of 02 subjects and have acquired a valid license to drive heavy vehicles with 3 years experience in driving.

Salary Scale:

PL 3 - 2016: Rs. (26,290 - 10x270 - 10x300 - 10x330 - 12x350 - 39,490) - effective from 01.01.2020

Salary on Appointment:

Basic Salary: Rs. 18,118/- and Adjustment Allowance: Rs. 7,203/- (in terms of DMS circular No. 02/2016)

All recruitment to this category of PL 3 will be only to Grade III.

Age:

Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

General Conditions:

Nature of Appointment

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

Salary at Recruitment

Persons recruited externally will be placed at initial salary step of the salary scale and paid salary in terms of DMS circular No. 02/2016 and other relevant circulars. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code. In addition to the salary, cost of living allowance will also be paid in terms of Treasury Circulars.

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 10 days of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached with the application. The internal candidates should forward their applications through their heads of divisions. 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,
No. 27, Vauxhall Street,
Colombo 02.**