

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 (ACCTG. & FIN MGT.) - JM 1.1-Grade II

Job Description: Assist the Training Specialist in training needs analysis, design training Courses, Cost Estimates, Conduct Training Programmes, evaluate the impact of Training Programmes and conduct Lecture Sessions.

Qualifications: A four year Special Degree in Management / Commerce / Public Administration / Accountancy from a recognized University with at least one (01) year post qualifying experience in a Government Dept. / Corporation / Board or reputed Mercantile establishment.

Age:

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

2. POST OF PROGRAMME OFFICER (Exam/Coordinating) - JM 1.1-Grade II

Job Description: Assist the Training staff of the Institute in organizing and conducting training programmes & exams, maintaining files, certificate register and documents, preparation of periodical statements and management information relevant to training activities.

Qualifications:

External: A Degree in Agriculture / Agri. Econ. / Management / Commerce / Business Administration / Public Administration / Accountancy from a U.G.C. approved recognized University

Or

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

and

At least one (01) year post qualifying experience in the relevant field in a reputed public / private sector organization.

Internal:

Having obtained the qualifications required by the external candidates above

Or

Having completed a minimum of five (05) years satisfactory service in a post of the Management Assistant (Non-Tech) Grade II in the subject area relevant to the post.

Salary Scale (1 & 2)

JM 1-1 Rs. 42,600 10x755 18x1,135 - 70,580

(Salaries and allowances are applicable as per the Management circular No. 02/2016 of 24th March 2016)

Age

Should not be less than 25 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Method of Selection

Written Competitive Examination or/and an interview by a professional.

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 **08th February 2017** 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.



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