



CONSUMER AFFAIRS AUTHORITY

MINISTRY OF INDUSTRY AND COMMERCE



VACANCIES

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

01. Post of Assistant Director (Competition Promotion)

MM 1-1 - 01 Post

Job Description:

Examine the concentration of market power for goods and services, Investigate into abuse of market powers and conducting research wherever necessary, Carrying out investigations in respect of anti competitive/unfair trade practices, Assist in planning, executing and evaluating research projects, Preparation of research reports, Planning and implementing awareness programs on anti competitive practices and advocacy on trade responsibilities, Maintain linkages with global sources of knowledge on the current economic affairs in the competition policy, Maintain the data bases, any other duties assigned by the Director (CP).

Qualifications:

External : A Bachelor's Degree in Economics, Statistics or Marketing from a university recognized by the University Grants Commission with at least 03 years post qualifying experience in Business or Commercial Environments Corporation, Board or a reputed Mercantile Establishment.

Internal : Minimum of 05 years satisfactory service in a post in the Junior Manager category Grade I of the Consumer Affairs Authority.

02. Post of Assistant Director (Pricing & Management)

MM 1-1 - 01 Post

Job Description:

Assist in the management of pricing of goods and services, Preparation of cost structures of goods and services, Examination, cost evaluation and regulation of prices of specified goods and services, Assist in conducting pricing inquiries, Assist in periodical reviewing of pricing formulas, Supervision and maintenance of Data Bases of market conditions, International / Local Prices and production patterns of essential commodities, Co-ordinate and assist other divisions on pricing matters, Assist in planning and executing of efficiency studies, Assist in examination and reporting on advisory references in terms of the provisions of the Act. Any other duties assigned by the Director (P&M)

Qualifications:

External : A Bachelor's Degree in Accountancy, Commerce or Financial Management from a University recognized by the University Grants Commission

Or
Intermediate Level certificate in ICASL, CIMA, ACCA with 03 years post qualifying experience in a Corporation, Board or a reputed Mercantile Establishment.

Internal : Minimum of 05 years satisfactory service in a post in the Junior Manager category Grade I of the Consumer Affairs Authority.

03. Post of Assistant Director (Admin & HR) MM 1-1 - 01 Post

Job Description:

Assist in manpower planning, recruitments and selections of employees, Supervision of all procurement of goods and services, Assist in the implementation of Human Resources policy, Review of performance of non-executive employees, Handling of disciplinary matters of employees of non-executive level, In charge of the personnel files below Assistant Director level, Administration of official transportation, Attending to Publications, Inventory matters and Stores, Supervision and monitoring of attendance, leave and establishment matters. To be updated with relevant government circulars, implementation of Staff Transfer schemes, Monitor the implementation of HR management systems, Training needs analysis and development of training plans and implements, Monitor the implementation of employee benefits, Co-ordinate in implementation of all agreements of service providers. Any other duties assigned by the Director (Admin & HR).

Qualifications:

External : A Bachelor's Degree in Human Resources Management, Personnel Management, Business Administration and Public Administration from a university recognized by the University Grants Commission with at least 03 years post qualifying experience in HR Management and Administration in Corporation, Board or a reputed Mercantile Establishment.

Internal : Minimum of 05 years satisfactory service in a post in the Junior Manager category Grade I of the Consumer Affairs Authority.

04. Post of Assistant Director (Consumer Affairs & Information)

MM 1-1 - 01 Post

Job Description:

Co-ordination, preparation and monitoring of action plans and budgets on related projects, Develop public awareness programs on consumer rights, responsibilities and consumer affairs, Organize annual events, workshops, exhibitions and fairs on consumer affairs, establishment of consumer organizations, Planning, Promoting and Monitoring the progress of the public awareness programs, Preparation and submission of performance reports, media reports/releases, Any other duties as assigned by the Director (CA & I)

Qualifications:

External : A Bachelor's Degree in Management, Marketing, Economics, Commerce or Science from a university recognized by the University Grants Commission with at least 03 years post qualifying experience in Business or Commercial environments in a Corporation, Board or a reputed Mercantile Establishment.

Internal : Minimum of 05 years satisfactory service in a post in the Junior Manager category Grade I of the Consumer Affairs Authority.

05. Post of Assistant Director (Regional)

MM 1-1 - 04 Post

Job Description:

Responsible for all functions at District level, Preparation and monitoring the action plans & budgets, Liaise with the District Secretary and other key officials of the District Secretariat Offices, Co-ordinate with all officers

attached to the Units in order to achieve the assigned performance targets, Identify and submit proposals to uplift the performance of District Units, Preparation and submission of progress reports, Planning and supervision of Field Investigations, Raids and Consumer Awareness programs, Co-ordinate the establishment of consumer societies, Maintenance of Data Bases on District Units, Planning and supervision of market surveys and submission of reports.

Qualifications:

External : A Bachelor's Degree in Management, Marketing, Economics, Commerce or Science from a university recognized by the University Grants Commission with at least 03 years post qualifying experience in Business or Commercial environments in a Corporation, Board or a reputed Mercantile Establishment.

Internal : Minimum of 05 years satisfactory service in a post in the Junior Manager category Grade I of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 - 2016: Rs. (53,175 - 10x1375 - 15x1910 - 95,575) - effective from 01.01.2020

Salary on Appointment (MM 1-1)

Basic Salary:
Rs. 36,654/- and Adjustment Allowance: Rs. 4,114/- (in terms of DMS Circular No. 02/2016)

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

Age (MM 1-1)

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

06. Post of Confidential Secretary to Director General (JM 1-1) - 01 Post

Job Description:

Attending to Secretarial work, Maintaining confidentiality of all documents, handling the mail, any other duties assigned by the Chairman/Director General.

Qualifications:

External : G.C.E (O/L) in six subjects including credit passes for Sinhala or Tamil, English and Mathematics and passed 03 subjects in G.C.E A/L. (Except the general paper) with Diploma in secretarial practices, personnel or office management from the Polytechnic Technical College, National Apprentice and Industrial Training Authority or Vocational Training Authority with 10 years post qualifying experience as a confidential secretary or a Personal Assistant

Speed: Stenography (English) - 80 wpm

Computer literacy and able to operate latest office packages will be treated as an added qualification.

Internal : Minimum of 05 years satisfactory service in a post in the Junior Manager category Grade I of the Consumer Affairs Authority.

Salary Scale:

JM 1-1 - 2016: Rs. (42,600 - 10x755 - 18x1135 - 70,580) - effective from 01.01.2020.

Salary on Appointment (JM 1-1)

Basic Salary:
Rs. 29,355/- and Adjustment Allowance: Rs. 5,275/- (in terms of DMS Circular No. 02/2016)

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

Age (JM 1-1)

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

07. Post of Documentation Officer (Grade II) MA 5-2 - 02 Post

Job Description:

Supervision of the preparation of documents/minutes/reports, Co-ordinate with other divisions and related institutions to collect/share necessary information, submission of required reports, maintenance of proper documentation system, Co-ordination of the preparation of articles and publications, Co-ordination with the print & electronic media personnel for publication of reports, any other duties assigned by the Director.

Qualifications:

External : A Bachelor's degree from a University recognized by the University Grants Commission in Mass Communication, Journalism or Information Technology/Information Systems.

08. Post of Investigation Officer (Grade II) MA 5-2

Job Description:

Conducting of Raids, Investigations and Market Surveillance, prosecution of errant traders, Conduct market surveys and market research, handling of complaints, conduct awareness programs for identified target groups, establish and monitor the progress of the consumer societies, carrying out the instructions given by the District Secretary, assist in preparing, maintaining and submitting of reports/schedules, Any other duties assigned by the Director.

Qualifications:

External : A Bachelor's Degree from a University recognized by the University Grants Commission in Economics, Commerce, Management and Marketing.

09. Post of Accounts Officer (Grade II) MA 5-2

Job Description:

Maintain the assets movement registers, Verification of receipts and payments, Checking of salary schedules and other statutory payments, Administration of cash book, Assist in the preparation of monthly accounts, Assist in the preparation of monthly cash forecast, forecast, Preparation of Cheques, Any other duties assigned by the Director.

Qualifications:

External : A Bachelor's Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management or HND A

Or

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

10. Post of Costing Officer (Grade II) MA 5-2

Job Description:

Assist in the costing of products, Assist in the regulation of prices of specified goods and services, Monitoring the collection of data and maintenance of databases, Study and report on the international market price variation of commodities, Assist in conducting efficiency studies, any other duties assigned by the Director.

Qualifications:

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

Or

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

Additional Qualifications (MA 5-2)

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

Salary Scale:

MA 5-2 - 2016: Rs. (36,850 - 10x755 - 15x930 - 5x1135 - 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 recruitments to this category of MA 5-2 will be only to Grade II.

Age (MA 5-2)

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

11. Post of Book Keeper (Grade III) MA 2-2 - 01 Post

Job Description:

Writing up the Journal, Maintaining the General Ledger, Checking of Cash Books, Posting of accounting entries, Assist in preparation of Final Accounts, any other duties assigned by the Director.

Qualifications:

Educational : a. Having passed the GCE (O/L) examination in six subjects in one sitting 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. Preference will be given to the candidates who passed the G.C.E (A/L) examination in Commerce stream.

And

Vocational : Having successfully completed a Diploma or certificate course not below the N.V.Q Level 5, conducted by a recognized Institute of Technological Training in Book Keeping

Or

Having part qualification of AAT / CMA / ICASL / CIMA / ACCA / IBK
Computer literacy will be treated as an added qualification.

Salary Scale:

MA 2-2 - 2016: Rs. (30,310 - 10x300 - 7x350 - 4x600 - 20x710 - 52,360) - effective from 01.01.2020

Salary on Appointment:

Basic Salary: Rs. 20,890/- and Adjustment Allowance: Rs. 6,662/- (in terms of DMS Circular No. 02/2016)

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

Age (MA 2-2)

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 on or before 17.04.2017. 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. Applications from employees in the state sector should be forwarded through their heads of the institutions. Applications which do not conform to the above requirements, incomplete applications and applications sent after the closing date will be rejected.

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,
2nd Floor, CWE Secretariat Building,
No. 27, Vauxhall Street,
Colombo 02.