



CEYLON PETROLEUM STORAGE TERMINALS LIMITED

VACANCIES

We require the following staff on contract basis for the project team for contract administration of Three (03) Nos. of Storage Tanks Project at Muthurajawela Terminal.

1. PROJECT MANAGER

Qualifications required.

- i. B.Sc. Engineering degree in Mechanical or Civil with chartered engineer status (IESL) as a mandatory requirement.
- ii. Minimum 10 years' experience in project management / construction management for petroleum terminals, tank farms, or similar projects executed in operational facilities.
- iii. Good working knowledge of API 650 atmospheric storage tank projects and multidisciplinary interfaces: piling / RCC foundations, product & utility piping tie-ins, firewater and fire detection / suppression systems, oily water / storm water systems and electrical / instrumentation.
- iv. Strong project controls competence: programme review, progress measurement, S-curves, resource and cash flow awareness, reporting, risk/issue management.
- v. Strong HSE governance knowledge for petroleum installations including permit-to-work controls and requirement for method statements and risk evaluation for major works.
- vi. Experience in QA/QC oversight and coordinating third-party inspection / certification and commissioning documentation review.

Salary : Rs. 260,000/- + Rs. 5,250/- + (Variable allowances)

Duties & Responsibilities

- Act as CPSTL's overall focal point to manage the Contractor and coordinate internally (operations / HSE / maintenance) so the work is executed with **minimum impact to terminal operations**.
- Lead/coordinate CPSTL reviews and timely actions on Contractor submissions to the Engineer/CPSTL (drawings, P&IDs, calculations, schedules, procedures, method statements) and ensure compliance with "approval before commencement of procurement/physical work" requirements.
- Establish and run progress control: verify and challenge the Contractor's monthly progress brief reports (engineering, procurement status, construction, HSE, trainings, incidents/accidents, manpower statistics, 4-week look-ahead, layout status, and planned vs actual S-curves).
- Ensure permit-to-work governance: confirm that for major works the PTW package includes method statement(s) together with approved design review documentation and risk evaluation as required by CPSTL.
- Monitor inspection/testing/commissioning readiness and compliance: ensure required tests and certifications are planned, witnessed /verified as appropriate, and properly documented (incl. hydro testing, NDT, IFR checks, pile testing regimes, calibration certificates, FAT/SAT where applicable, and third-party inspector approvals / certifications).

- Drive handover and close-out: ensure complete final documentation is received and accepted (as-builts, engineering reports / calculations, O&M manuals spare lists, inspection/testing/welding records, calibration protocols/certificates, warranties, commissioning protocols; drawings in ACAD dwg; hard copies and soft copy on SSD).

02. PROJECT ENGINEER

Qualifications & Experience Required

- i. BSc Engineering degree in Mechanical obtained from a recognized university in Sri Lanka.
- ii. Minimum 8 years' experience in petroleum terminals, tank farms, or similar projects executed in operational facilities.
- iii. Ability to review engineering deliverables (P&IDs, layouts, GA drawings, construction / shop drawings, method statements, ITPs) and identify interface/operability issues with existing terminal systems.
- iv. Practical knowledge of inspection / testing dossiers and commissioning documentation, including third-party certification requirements and calibration evidence.
- v. Strong site coordination skills with strict HSE discipline under permit-to-work systems.

Salary : Salary : Rs. 198,625/- + Rs. 5,250/- + (Variable allowances)

Duties & Responsibilities

- Support the Project Manager in daily technical coordination and surveillance of Contractor works across disciplines (tanks, piling/RCC foundations, piping systems, firefighting, E&I and SCADA/PLC integration)
 - Review/verify Contractor drawings and P&IDs for tie-ins and system extensions to confirm integration points and operational features are addressed (valves, drains, vents, instrumentation tie-ins, MOV control logic, hydrants / monitors, etc.).
 - Track Contractor compliance with submission / approval requirements (documents provided for review/approval as per contract) and support comment consolidation and close-out.
 - Participate in PTW and method statement reviews for major works and ensure risk controls are understood and implemented during execution.
 - Witness/verify inspections and tests as assigned and ensure test records/certificates are compiled (pile testing reports, NDT records, hydrotest packs, IFR checks, calibration certificates, SAT/FAT documentation where applicable, third-party certificates).
 - Support progress measurement and reporting by validating physical progress, reviewing look-ahead plans, and providing technical inputs to CPSTL's monitoring of monthly reports and S-curves.
- Assist handover by checking as-built markups, verifying ACAD dwg submissions, and ensuring documentation sets are complete for CPSTL acceptance (hard + SSD soft copy).

03. PROJECT SECRETARY

Qualifications & Experience Required

- i. Passed G.C.E. Advanced Level examination with credit passes in relevant subjects, or an equivalent qualification acceptable to CPSTL.
- ii. Minimum 5 years' experience in project or construction environments, preferably in petroleum / engineering sector organizations.
- iii. Proficiency in MS Office and document management (Word, Excel, PowerPoint, PDF tools) with strong skills in formatting technical correspondence, minutes and reports.
- iv. Good written and verbal communication skills in English, with ability to handle formal correspondence and meeting documentation.
- v. Proven ability to maintain organized filing systems (hard and soft copies) for project documents, submissions, approvals, and drawings.
- vi. Strong attention to detail, time management, and ability to work under pressure while coordinating with multidisciplinary teams (engineering, operations, HSE, contractor).

Salary : Rs. 164,295/- + Rs. 5,250/- + (Variable allowances)

Duties & Responsibilities

- Maintain the project filing and document control system (hard and soft copies) for all correspondence, drawings, submissions, approvals, minutes and reports.
- Prepare, format, and issue project correspondence, minutes of meetings, agendas and routine reports as instructed by the Project Manager / Project Engineer.
- Track incoming and outgoing documents (letters, transmittals, submittals, RFIs, approvals) and update registers / logs to ensure timely circulation and response.
- Assist in arranging project meetings, site visits, and reviews, including booking venues, notifying participants, and preparing relevant documentation packs.
- Support the compilation of monthly /weekly progress reports by collecting inputs (statistics, photographs, registers) from CPSTL teams and organizing them in standard formats.
- Maintain up-to-date contact lists and communication channels with Contractor, Consultant/Engineer, and internal CVPSTL departments for smooth information flow.
- Ensure that only the latest approved revisions of drawings and documents are circulated / used, and highlight superseded documents to the Project Engineer / Manager.
- Assist in processing and filing permits, method statements, risk assessments, and HSE records related to project activities, in coordination with the HSE and operations teams.
- Handle routine administrative tasks for the project team (typing, scanning, photocopying, document binding, dispatch arrangements) and support travel / logistics arrangements when required.
- Maintain confidentiality and proper custody of project records and provide prompt retrieval of documents and information requested by the Project Manager / Project Engineer.

Service Conditions

- The appointment will be on contract basis for a period of fourteen (14) months subject to renewal on the project requirement and successful performance.
- Maximum age limit for the above post is 65 years as at the closing date of application.

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Qualified applicants who wish to apply for these posts are requested to furnish their details in the Microsoft Forms herein <https://forms.office.com/r/6z3NjVhYuF> (**Project Manager**), <https://forms.office.com/r/D9PhsJycV9> (**Project Engineer**) & <https://forms.office.com/r/3NZQYNebTB> (**Project Secretary**) and submit to reach us on or before 15.04.2026.

- The required qualifications must be fulfilled by the closing date of the application and he/she should be able to produce the relevant certificates when requested.
- CPSTL has the right to call only the shortlisted candidates based on the relevancy of the Degree, experience or any other suitable criteria.
- If required, a selection test would be held to further filter the number of candidates.
- Applications with inaccurate or incomprehensive information will be rejected.

Managing Director
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