



VACANCY



KAHATAGAHA GRAPHITE LANKA LIMITED (FULLY GOVERNMENT OWNED COMPANY)

MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT

Applications are invited from citizens of Sri Lanka for the following vacancy existing at the Company.

01. SENIOR MANAGER - ADMINISTRATION (HM 1-1) - 01 POSITION CONTRACT BASIS

1.1 Qualifications : External Candidates (1 or 2 or below):

External: 1. A Bachelor's Degree in Human Resource Management or Business Administration or Business Management which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed Private Institution.

Internal Candidates (1 or 2 below)

Internal: 1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post

1.2 Salary Scale

HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140]

Salary The salary is Rs.123,019.00 as of 01.01.2026 according to the MSD Circular 01/2025.

1.3 Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Every Applicant,

- Should be a citizen of Sri Lanka.
- 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.

Please Note

Job Description

- Develop, Organize, Manage all Human Resource matters, activities, including guiding Administrative staff.
- Collaborates with the General Manager and Department Heads to establish annual and long term goals, objectives, work plans.
- Planning, scheduling and promoting office events, including meetings, conferences & trainings.
- Planning the use of resources under the supervision of the General Manager.
- Performance appraisal of personnel, direction and supervision of all work connected with local and foreign training of all categories of staff.
- Coordinating, Organizing and Preparing of relevant documents of the Board meetings, Audit Committee meetings, Cope meetings & Parliament consultative committee meetings.
- Management of physical resources of the Head Office.
- Responsibilities for co-ordination and direction of marketing staff to advice the short term & long term targets of the marketing divisions.
- Recruitment, training, performance management, promotions, Direction and disciplinary action of employees.
- Submit necessary reports as and when required for the senior managers and attending to any other work which may be assigned by the General Manager and Chairman.

Experience in graphite and allied based industries or manufacturing industries and experience in similar capacity in private sector will be considered favourably.

This upper age limit will not apply to applicants who are already in Government Service/ Corporations/Statutory Boards.

Other Benefits

- Provident Fund Contribution of 10% by the employee and 15% by the Employer (inclusive of 3% to the E.T.F), Cost of Living Allowance, Travelling allowance and other statutory payments as per the government circulars. Monthly meal allowance based on daily attendance, Employees Insurance Scheme and Production based incentive scheme.
- Applications from candidates in the Government Departments/Corporations and Statutory Bodies should be forwarded through the Heads of their respective Institutions.
- Please post your application by registered post or email with copies of the certificates to the following address on or before **2026.09.15**. Mark the post, on the left hand top corner of the envelope.

Chairman,
KAHATAGAHA GRAPHITE LANKA LIMITED
561/3, Elvitigala Mawatha, Narahenpita,
Colombo 05.