



Ministry of Plantation Industries Sri Lanka Tea Board



VACANCY

Sri Lanka Tea Board, the Apex Body which has been established to regulate, Develop and Promotion of the Tea industry in Sri Lanka is looking for dynamic and result oriented individuals to be recruited for the posts of **System Analyst, Market Promotion Officer and Audit Officer.**

The Post of System Analyst Grade II-JM (1-1)

Job Description

All IT related activities, of the Board, specially delegated in a manner supplementary to and facilitating the discharging of duties by the Assistant Director (IT) or any other Authorized Officer of the Tea Board.

Qualification & Experience

External Candidates :

- a). Bachelor of Information Technology (BIT) Degree or B.Sc. (Special) Degree in Computer Science/ Mathematics which is recognized by the University Grant Commission of Sri Lanka

AND

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

Internal Candidates (a or b)

- a) Having obtained the qualifications required by the external candidates above.

OR

- b) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants in Grade II in the subject area relevant to the post at Sri Lanka Tea Board.

Note: English Knowledge is essential

The Post of Market Promotion Officer Grade II-JM (1-1)

Job Description

Gathering, analyzing market profile information of different segments, different market forces and their performance related to the tea industry for the Uni-national and Generic promotion campaigns, specially being supplementary to and facilitating the discharging of duties by the Assistant Director (Promotion) and the Director (Promotion) of the Board.

Qualification & Experience

External Candidates : (a or b below)

- a) A Bachelor's Degree in Marketing / Commerce / Management / Business Administration which is recognized by the U.G.C.

OR

- b) Full membership of the Institute of Chartered Marketing- CIM- UK

AND

At least One (01) year post qualifying experience in the relevant field in the public or reputed private sector organization.

Internal Candidates :(a or b below)

- a) Having obtained the qualifications required by the external candidates above.

OR

- b) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants in Grade II. - Non Tech Category of the Sri Lanka Tea Board with a Diploma or higher level qualification in Marketing obtained from a recognized institute.

The Post of Audit Officer Grade II-JM (1-1)

Job Description

Assist The Internal Auditor in performing the Audit functions giving the priority to the Cooperate Plan, Financial and Administrative functions of the Board in accordance with the approved Internal Audit Plan of the Board.

Qualification & Experience

External Candidates :

- a) Bachelor's Degree in the field of Accountancy /Finance/Commerce which recognized by the University Grants Commission of Sri Lanka

OR

- b) Having obtained the Higher National Diploma in Accounting (HNDA) issue by a Sri Lanka Technical College

OR

- c) Intermediate Qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) /Chartered Institute of Management Accountants UK (CIMA)/ Association of Chartered Certified Accountants (ACCA)

AND

At least One (01) year post qualifying experience in the relevant field in a Corporation, Statutory Board or a reputed Statutory Institution.

Internal Candidates :

- a) Having obtained the qualifications required by the external candidates above.

OR

- b) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants(Non- Technical) in Grade II in the subject area relevant to the post at Sri Lanka Tea Board.

Salary Scale, Age Limit and Selection Method to Junior Manager(JM1-1)

Salary Scale : JM 1-1 - 2016: Rs. [42,600 - 10 x 755 - 18 x 1,135 - 70,580] (Per Month)

The applicable initial salary step of **Rs. 42,600/= p.m.** as per the Department of Management Services Circular No 02/2016. In addition to the above, government approved allowances will also be paid. Initial take home salary **per month would be approx. Rs. 45,000/=.**

Age : Should be not less than **18 years and more than 45 years.** Upper age limit will not apply to internal candidates.