



STATE MINISTRY OF SKILLS DEVELOPMENT, VOCATIONAL EDUCATION,
RESEARCH & INNOVATIONS



INDUSTRIAL TECHNOLOGY INSTITUTE
363, BAUDDHALOKA MAWATHA, COLOMBO 7

The Industrial Technology Institute (ITI) {formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**} a Statutory Board functioning under the State Ministry of Skills Development, Vocational Education, Research and Innovations is a Multidisciplinary Research Institute in Sri Lanka dedicated to the promotion of industrial development through R & D, Contract, Consultancy, Training and Technical Services.

The Institute seeks dynamic, energetic and resourceful candidates for the following posts and the most suitable among the applicants will be selected to fill the vacancies in particular sections. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. Chief Internal Auditor (HM 1-3)
Minimum Qualifications/Experience
(1or 2 below)

1. A Bachelor's Degree in Commerce, Management, Accountancy or Finance which is recognized by the University Grant Commission, Sri Lanka

WITH

A Postgraduate qualification (Masters') in Accountancy or Finance which is recognized by the University Grant Commission, Sri Lanka **OR** Associate Membership of a recognized professional Institute (ACCA, CIMA, CMA, ICASL) , which is relevant to the subject areas of the post

AND

A minimum of 15 years experience in Auditing/Accounts/Financial Management after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

2. Full Membership of Institute of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants / Associations of Certified and Corporate Accountants/Certified Management Accountants

AND

A minimum of 15 years experience in Auditing/Accounts/Financial Management after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

Job Description

1. Establish and maintain positive and professional relationships with the management and staff, and the external auditors and inspire team work to achieve Institute's overall audit objectives.
2. Develop, plan and implement audit programs to identify shortcomings in the systems and procedures and suggest corrective actions for improvements.
3. Review accounting and internal control systems against benchmarks and make recommendations for improvements.
4. Review financial accounts at regular intervals, and providing key information on a monthly basis.
5. Monitor financial and physical progress of programs/projects undertaken by the institute and report on performance.
6. Responsible for periodical physical verification of assets as per the statutory requirements and submit report to the Management.
7. Carry out special audits and submit reports at the request of Chairman and Director General.
8. Act as the convener of the Audit Committee.
9. Actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.

10. To promote cultural/attitudinal changes among the staff that delivers best business practices in a Research & Development Environment.
11. Any other duties assigned by the Director General.

**2. Institute Secretary (HM 1-3)
Minimum Qualifications/Experience**

A Bachelor's Degree in Arts, Commerce, Management, Law, Administration or Science which is recognized by the University Grant Commission, Sri Lanka

AND

A Postgraduate qualification (Masters') in Management / Law which is recognized by the University Grant Commission, Sri Lanka **OR** an Attorney-at-law with Notary Public **OR** Chartered Secretary with Associate Membership of the Institute Chartered Secretaries and Administration, which is relevant to the subject areas of the post.

AND

A minimum of 15 years experience in a relevant field after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private Institution.

Job Description

1. As Secretary to the Board of Management responsible for the coordination of meetings, maintaining minutes and necessary follow up actions to ensure timely implementation of the decisions.
2. Managing all processes with respect to Institute legislation and regulations and ensuring that the Board members are kept informed of the objectives and legislation of the institute especially in the decision making process.
3. Assuring that legal relations with employees conform to accepted legal norms of the institute and the country.
4. Provide legal advice to the MBD on IP related matters including technology transfer agreements, licensing, Royalty arrangements etc.
5. Identifying non-adherence to legal and other regulatory requirements and make recommendations for rectification of issues.
6. Any other duties assigned by the Director General and/or Governing Board of ITI

**3.. Principal Research Scientist (HM 1-3) - ITI
Principal Research Scientist (HM 1-3) – ITI Modern Petroleum & Lubricant Testing Laboratory
(specialized in Chemistry/ Physics)
Principal Research Scientist (HM 1-3) – ITI Modern Pharmaceutical Testing Laboratory (Specialized in
Pharmacy/ Chemistry)**

**Minimum Qualifications/Experience
(1 or 2 below)**

1. B Sc. Special Degree (04 years) with a 1st class or 2nd class in Science which is recognized by the University Grant Commission, Sri Lanka

AND

A Postgraduate Degree (by research) in Science which is recognized by the University Grant Commission, Sri Lanka

AND

A minimum of 15 years relevant experience after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

2. B Sc. Special Degree (04 years) **OR** B Sc. Degree (04 years) with 1st class or 2nd class **OR** B Sc. Degree (03 years) with 1st class or 2nd class in Science which is recognized by the University Grant Commission Sri Lanka

AND

A PhD Degree in Science which is recognized by the University Grant Commission, Sri Lanka

AND

A minimum of 12 years relevant experience after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

Job Description

1. Study advances within the discipline, and actively participates in processes of continuous improvement and undertakes Research and Development projects, including method development.
2. Study and analyze technology and market trends and forecasts to identify niche areas of opportunity, partners, customers, competitors and markets.
3. Act as 'Technology Watch' for industries and businesses to help them to evaluate, select, transfer, upgrade, and add value to technology.
4. To actively market research outputs and technological services of the section to improve institute-industry interaction.
5. To build multidisciplinary teams and undertake R&D that is of value to the nation after assessing current and future needs of the industry.
6. To actively seek funding to support sectional research program in line with the Corporate Plan.
7. To supervise postgraduate work of junior researchers and build capacity in priority areas.
8. To forge public private partnerships to take research outputs to the market.
9. To actively seek funding, both local and foreign, to build institute capacity in priority areas.
10. To actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
11. As a Group Leader support the Head of the Section and the Management in effectively implementing the institute internal processes such as the ERP system, Procurement committee, Safety committee, Energy committee, ICT committee etc.
12. Any other duties assigned by the Director/Additional Director General /Director General.

4.. Research Scientist (AR 1-II)-Modern Petroleum & Lubricant Testing Laboratory (specialized in Chemistry / Physics)

Minimum Qualifications/Experience (1 or 2 or 3 or 4 or 5 below)

1. BSc. Special Degree (04 years) with a 1st class or 2nd class upper in Science which is recognized by the University Grant Commission, Sri Lanka.
2. BSc. Special Degree (04 years) in Science which is recognized by the University Grant Commission, Sri Lanka **AND** a Postgraduate Degree (with/by research) in Science which is recognized by the University Grant Commission, Sri Lanka.
3. BSc. Degree (04 years) with 1st class or 2nd class in Science which is recognized by the University Grant Commission, Sri Lanka **AND** a Postgraduate Degree (with/by research) in Science which is recognized by the University Grant Commission, Sri Lanka.
4. BSc. Degree (03 years) with a 1st class or 2nd class in Science which is recognized by the University Grant Commission, Sri Lanka **AND** a Postgraduate Degree (by research) in Science which is recognized by the University Grant Commission, Sri Lanka.
5. BSc. Special Degree (04 years) with a 2nd class lower in Science which is recognized by the University Grant Commission, Sri Lanka.

Job Description

1. Perform R&D, experimental development and or technological services to satisfy the clients' requirements for quality and timeliness, in accordance with institute priorities.
2. Involve in technology transfer activities – sourcing, adapting, adopting and absorption of relevant technologies and transfer to local industries.

3. Scan, understand, interpret and analyze techno-legal/business information contained in patents/IP documents and identify Intellectual Property (IP) oriented research in accordance with institute priorities.
4. Issue reports and certificates in an efficient and effective manner.
5. Ensure that instruments are maintained, calibrated and that calibration records and associated documentation are maintained as per the institute quality management system.
6. Use the institute ERP system and other ICT tools effectively to optimize productivity of the section.
7. Prepare and deliver internal seminars on subjects of special interest and participate in other relevant training sessions.
8. Prepare proposals preferably multidisciplinary in nature, for external funding, in identified priority areas under guidance.
9. Provide training, advice and assistance to team members, sub-ordinates and students as required.
10. Assist the immediate supervisor and work with colleagues in a close team environment.
11. Any other duties assigned by the Section Head/Additional Director General and or Director General.

5. Engineer Premises / Maintenance / Electrical) (MM 1-1 II)
Minimum Qualifications/Experience
(1 or 2 below)

1. A Bachelor's Degree in Engineering which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying experience in relevant field to the post.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission **AND** a minimum three (03) years post qualifying experience in the relevant field to the post.

Job Description

1. Supervising and guiding technical and skill level workers of the relevant units in the Engineering Services.
2. Planning and executing jobs given by the Clients (external & Internal) in a timely and cost effective manner.
3. Provide relevant support to the Chief Engineer to establish and maintain an appropriate quality management system in line with institute quality policy.
4. To provide technical support to sections for their design, fabrication and construction works.
5. Implementation of the ERP system and improve internal processes.
6. Estimation of budget for maintenance activities such as building, vehicle and premises etc., for the Institute Annual budget.
7. Preparation of maintenance/implementation plan with the time targets and within allocated budget.
8. Supervision of general maintenance works such as premises, buildings, roads, vehicles and Sectional plants and machineries in a timely manner within allocated budget.
9. Procurement of materials and services as per institute guidelines in a timely manner within allocated budget.
10. Any other duties assigned by the Head of Section/Additional Director General (R&D)/Director General.

6. Management Officer (JM 1-2 II)
Minimum Qualifications/Experience

A Bachelor's Degree in Science, Commerce, Management, Administration which is recognized by the University Grant Commission, Sri Lanka **WITH** one (01) year post qualifying experience in relevant field.

Job Description

1. Guide and ensure timely delivery of activities of Management Assistants and other subordinates in the section.

2. Custody and maintenance of files relevant to the functions of the section.
3. Assisting Senior Deputy Director/Additional Director General/Director General on day-to-day administrative functions.
4. Assisting the section in arranging for promotions and recruitments as per institute guidelines in a timely manner.
5. Assisting the section to manage housekeeping, transport system and security in an efficient manner.
6. Assisting the section in the implementation of the ERP system and improve internal processes.
7. Assisting the section in maintaining an effective customer relations (both internal & external) including timely delivery of services.
8. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
9. Any other duties assigned by the Head of the section.

7. Accounts Officer (JM 1-2 II)

**Minimum Qualifications/Experience
(1 or 2 or 3 below)**

1. A Bachelor's Degree in Accountancy, Commerce or Management which is recognized by the University Grant Commission, Sri Lanka **WITH** one (01)year post qualifying experience in Accounting /Auditing field.
2. Higher National Diploma In Accountancy (HNDA) which is recognized by the University Grant Commission, Sri Lanka **WITH** one (01) year post qualifying experience in Accounting /Auditing field.
3. Having passed the Intermediate Examination of a recognized professional Chartered Institute **WITH** one (01) year post qualifying experience in Accounting /Auditing field.

Job Description

1. Assisting the section in the preparation of final accounts.
2. Provide information for preparation of budgets, budgetary control and other finance related management decisions.
3. Checking payments to ensure validity.
4. Monitor bank reconciliation.
5. Preparation of periodic statements of debtors and creditors.
6. Spot checks on cashier.
7. Checking the salaries and control accounts.
8. Assisting section with preparation of quarterly progress reports to the Ministry.
9. Assisting section in Management of pay roll/cash flow.
10. Preparation of monthly income and expenditure statement.
11. Assist the section in managing the fixed asset efficiently in line with ITI Manual of Procedures.
12. Assisting the Board of Survey during periodical verification of stocks/fixed Asset.
13. Assisting section Head in complying with statutory requirements with regard to Auditor General's report.
14. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
15. Any other duties assigned by the Head of the section.
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8.. Human Resource Officer (JM 1-2 II)

Minimum Qualifications/Experience

A Bachelor's Degree in Human Resources, Commerce, Science or Management which is recognized by the University Grant Commission, Sri Lanka **WITH** one (01) year post qualifying experience in HR related activities.

Job Description

1. Guide and ensure timely delivery of activities of Management Assistants and other subordinates in the section.
2. Custody and maintenance of files relevant to the functions of the section.
3. Assisting Senior Deputy Director/Additional Director General/Director General on day-to-day Human resource functions.
4. Assisting the section in the preparation and implementation of a sound Human Resources Plan, Training Plan etc.
5. Assisting the section in arranging for promotions and recruitments as per institute guidelines in a timely manner.
6. Assisting the section to implement SOR and Cadre and revise it if necessary.
7. Assisting the section in the implementation of the ERP system and improve internal processes.
8. Assisting the section in maintaining an effective Employee relations including timely delivery of services.
9. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
10. Any other duties assigned by the Head of the section.

9. Assistant Research Technologist (MA 2-2 III) Minimum Qualifications/Experience

Having successfully completed a Diploma or Certificate Course not below than the National Vocational Qualification Level 5 in the relevant subject area, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

AND

G.C.E (A/L) passes in three subjects (other than general paper) in Science/Technology stream in one sitting

Job Description

1. Undertake testing/calibration services including reporting of results within a time target.
2. Supervising and guiding primary level workers in relevant areas.
3. Provide relevant support to Research Engineers/Scientists, Research Technologist and Senior Research Technologist to execute their functions efficiently and effectively.
4. Provide relevant support to the Head of Section to maintain a quality management system as per ISO/IEC17025 and/or ISO 9001.
5. Provide technical and other support to the Head of Section to manage the section efficiently.
6. Any other duties assigned by the Head of the Section.

10. Management Assistant (Non-Technological) (MA 1-2 III) Minimum Qualifications/Experience

- (a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
- i. Sinhala/Tamil,
 - ii. English Language
 - iii. Mathematics

AND

- (b) Having passed three subjects (other than the General Paper) at the GCE (A/L) examination.

AND

- (c) Competency in computer applications and a certificate in post specific qualification.

Job Description

1. Drafting office correspondence.
2. Typing reports /letters/documents etc., efficiently.

3. Carrying out secretarial functions including attendance, leave, OT etc.
4. Taking of minutes of meetings and preparation of reports.
5. Carry out office work related to HR related activities including HRD.
6. Proper maintenance of office records/files etc. both manually and electronically.
7. Checking various personnel, administration and relevant documents and preparations of reports etc.
8. Operation of telephone and communication systems.
9. Preparation of salaries, overtime payments, subsistence etc.
10. Assisting the officers in Management grades for their duties.
11. Manage ITI fleet and Transport Management System efficiently.
12. Preparation of financial transactions.
13. Auditing and checking of performance reports.
14. Procurement of items, maintaining inventories and other administrative activities.
15. Keeping and monitoring of records at the stores.
16. Store keeping activities including computerized inventories.
17. Custody, Receipt and payment of cash and cheques.
18. Petty cash handling and posting of petty cash analysis.
19. Preparation of report.
20. Banking of cash, receipt, cheques and withdrawal of cash for office use.
21. Any other duties assigned by the Head of the Section.

Age :

HM 1-3	Should not be less than 35 years and not more than 55 years
AR1-II	Should not be less than 22 years and not more than 45 years
MM 1-1 II	Should not be less than 22 years and not more than 45 years
JM 1-2 II	Should not be less than 22 years and not more than 45 years
MA 2-2 III	Should not be less than 18 years and not more than 45 years
MA 1-2 III	Should not be less than 18 years and not more than 45 years

* This upper age limit will not apply to the employees of the Government Departments / Corporations

Salary Scales:

HM 1-3	Rs.86,865-15 x 2,270-120,915/- (Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)
AR 1-II	Rs.53,150-10x1,375-15x1,910-95,550/- (Plus Government Approved Allowances)
MM 1-1 II	Rs.53,175-10x1,375-15x1,910-95,575/- (Plus Government Approved Allowances)
JM 1-2 II	Rs.43,355-10x755-18x1,135-71,335/- (Plus Government Approved Allowances)
MA 2-2 III	Rs.30,310-10x300-7x350-4x600-20x710-52,360/-

(Plus Government Approved Allowances)

MA 1-2 III

Rs.27,910-10x300-7x350-12x600-12x710-49,080/-
(Plus Government Approved Allowances)

Other benefits applicable for the above positions

- The selected candidates may be entitled to performance based incentives, contributory medical insurance scheme and other benefit schemes implemented by the institute.
- The Institutes operates its own Provident Fund Scheme towards which the employees contribute 10% of the Gross Salary and the Institute contributes 15%. A further 3% of the salary will be contributed by the employer to the Employees Trust Fund.
- Applicants presently employed in Government Departments/State Corporations/Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.
- **Applicants are requested to use the given format in the ITI web (www.iti.lk) when submitting your application. Applications that do not conform to these requirements will be rejected.** Duly completed application with photocopies of certificates of Educational and Professional qualifications and experience together with names and addresses of two non-related referees should be sent under registered post or by hand to the address given below on or before **2020.11.27**
- The post in respect of which the application has been made should be indicated on the top left corner of the envelope.

**Director General/CEO
Industrial Technology Institute
363, BauddhalokaMawatha,
Colombo 07.**

www.iti.lk