



Ceylon Fertilizer Company Ltd

MINISTRY OF AGRICULTURE

(State Ministry of Production and Supply of Fertilizer and Regulation of Chemical Fertilizers and Insecticide Use)



Ceylon Fertilizer Company is a fully government owned company operating for more than 50 years in Sri Lanka, coming under the purview of the Ministry of Agriculture. Ceylon Fertilizer Company is engaged in importation of chemical fertilizer, producing quality fertilizer mixtures and marketing, distributing through islandwide network of warehouses and thereby catering to the fertilizer needs of Sri Lankan farmers.

Applications are invited from suitably qualified and experienced persons with achieving dynamic results for the following positions:

01. General Manager (Senior Manager – HM2-1)

Job Profile:

- ❖ Function as the Chief Operating Officer of the company.
- ❖ Policy planning and implementation.
- ❖ Monitor/ direct/ guide of functions of manager's of the company.
- ❖ Direct/ guide corporate action/ annual planning and monitor implementation of such plans.
- ❖ Responsible for all administration and operational functions of the company.
- ❖ Direct divisional teams to achieve company vision and mission.
- ❖ Liaise with government and private organizations.
- ❖ Decisions/ recommendations regarding employee grievances.
- ❖ Responsible for disciplinary actions.
- ❖ Direct responsible for Legal and IT unit.

Qualifications and experience:

For External candidates

- ❖ Should possess a Degree from a University recognized by University Grants Commission with a Masters Degree should be an associate member of professional institute

and

- ❖ 20 years of post qualifying managerial experience including 05 years experience in senior managerial level in the field of production, marketing and distributing in a government institute or recognized private sector organization.
- ❖ Excellent computer literacy and English language skills will be an advantage

For Internal candidates

- ❖ Minimum of 05 years satisfactory Service in senior managerial level (HM1-1) in the company

Age limit : Between 35 – 55 years

(Maximum age limit will not be applicable for internal candidates)

Salary scale: Rs. 91,645/- 2,700 x 12 = Rs. 124,045/- (HM 2-1 2016)

(As per the MSD Circular 02/2016 (1))

02. Manager (Finance – HM1-1)

Job Profile:

- ❖ Performing functions of the Finance Division as the head of division to control and carry out the financial discipline of the company and make decisions/ recommendations/ suggestions to the top management and board of directors.
- ❖ Control and management of all assets, income and expenditure.
- ❖ Prepare annual budget for the company.
- ❖ Handling annual stock verifications.
- ❖ Prepare final accounts and annual report and submit to related authorities.

Qualifications and experience:

For External candidates

- ❖ Associate member of CA Sri Lanka / CIMA/ ACCA with 15 years managerial level experience in field of finance/ accounting/ audit

Or

- ❖ Should possess a Degree in Accountancy/ Finance or B. Com from a University recognized by University Grants Commission with a Masters Degree in Accountancy/ Finance.

With

- ❖ 15 years post qualifying experience in managerial level in the field of finance/ accounting/ audit.
- ❖ Excellent computer literacy and English language skills will be an advantage.

For Internal candidates

- ❖ Minimum of 05 years satisfactory Service in managerial level (MM 1-2) Grade I in the company

Age limit: Between 35 – 55 years

(Maximum age limit will not be applicable for internal candidates)

Salary scale: Rs. 80,295/- 2,270 x 15 = Rs. 114,345/- (HM 1-1 - 2016)

(As per the MSD Circular 02/2016 (1))

03. Manager (Administration and Human Resources HM 1-1)

Job Profile:

- ❖ Human Resources Planning
- ❖ Recruitment and Selection
- ❖ Employee Performance Management
- ❖ Employee Training and Development
- ❖ Industrial Relations
- ❖ Implement Policies for Human Resource Development
- ❖ Employee disciplinary actions and administration
- ❖ Presenting decisions/ recommendations/ suggestions on HR related functions to top management and board of directors

Qualifications and experience:

For External candidates

- ❖ Should possess a Degree from a University recognized by University Grants Commission with a Masters Degree on Management/ Human Resources

With

- ❖ 15 years post qualifying experience in managerial level in the field of Human Resources.
- ❖ Excellent computer literacy and English language skills with associate member of Institute of Personal Management/ Chartered Institute of Personal Management (IPM/ CIPM) will be an advantage

For Internal candidates

- ❖ Minimum of 05 years satisfactory Service in managerial level (MM 1-2) Grade I in the company

Age limit: Between 35 – 55 years

(Maximum age limit will not be applicable for internal candidates)

Salary scale: Rs. 80,295/- 2,270 x 15 = Rs. 114,345/- (HM 1-1 - 2016)

(As per the MSD Circular 02/2016 (1))

Others:

All candidates:

- Should be a Sri Lankan citizen
- Should have mental and physical capability to work at any given working condition at any part of the country with an active personality
- Should have an excellent character

The following allowances are applicable in addition to the salary for the above positions:

- ❖ Government approved allowances

Other fringe benefits:

- ❖ Contribution to the Employees' Provident Fund will be at the rate of 15% from the company and 10% from the employee. The company will also make a contribution equivalent to 3% of the Employees' Trust Fund
- ❖ Medical insurance scheme covering the employee and the family
- ❖ Transport and fuel allowance (as per the Public Enterprises Department Circular No. 1/2015)
- ❖ Professional allowance (as per the MSD Circular 05/2017)
- ❖ Reimbursement of telephone bills (as per the PED Circular 2/2015)

How to apply

- ❖ Internal candidates should handover the applications on or before 11/12/2020 to the following address.
- ❖ Applicants from state owned organisations should submit their applications through the head of the respective organisation.
- ❖ Please apply on or before 11/12/2020 with a detailed CV including certified copies of educational and professional. Also state the post applied for on the top left hand corner of the envelope and forward through registered post to the following address and copies of your application and certificates E -mail to Chairman@lakpohora.lk and mention applied post as subject.

Chairman,
Ceylon Fertilizer Co. Ltd,
Lakpohora Swarna Jayanthi Mawatha,
Hunupitiya, Wattala.