



# Sri Lanka State Trading (General) Corporation Ltd

No:100, Nawam Mawatha, Colombo 02.



## VACANCY

### MANAGER (ADMINISTRATION)

We are looking for result oriented & self motivated individual with exceptional integrity & competence to result for the above position.

#### Job Description

- Responsible for planning, directing and coordinating of the HR activities/ to stores administration & monitoring supportive services in efficient and productive manner
- Responsible for updating and maintaining personal files of overall staff of the institution/ monitoring of transport division / maintenance of asset register of the institution efficiently and productively.
- Responsible for supervising, monitoring and advising subordinate staff in human resource division/ transport division and services & supply division
- Responsibility to perform duties assigned by the supervisor which are related to human resource division/ transport division & services & supply division.

#### Qualifications

##### External Candidates

- A Degree in Human Resources, Management, Public Administration, Bachelor of Commerce which is recognized by the U.G.C.

AND

Minimum three (03) year post qualifying experience in the relevant field to the Post, after obtaining the first degree.

##### Internal Candidates (1 or 2 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

#### General Conditions

- Age:** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.
- Other:**
  - 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.
- Salary Scale (as at 01.01.2021)**  
Rs.53,175/= (1,375 X 16) Rs.75,175/=  
The initial salary point for the above post is Rs.53,175/=  
Rs.7,800/= Cost of Living Allowance

##### Application Procedure

Applicants giving full bio- data together with copies of all certificates for academic, professional qualifications & experience with names, addresses & telephone numbers of two non related referees should be send to reach to following address on or before 29th March 2021 under the registered post indicating the post applied on the top left hand corner of the envelop. Applications received after the closing date will not be considered. Incomplete applications will be rejected without intimation. Applicants from Departments/Statutory Board/Public Corporations / Fully Government Corporations should send their applications through the respective Heads of the Organizations. Applications received after the closing date will not be considered. Incomplete applications will be rejected without intimation.

TEL : 011 2422341/2440880  
FAX : 011 2447970  
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WEB : [www.stc.lk](http://www.stc.lk)

Chairman  
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