

**CEYLON PETROLEUM CORPORATION
VACANCIES**

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Posts in the service of the Corporation.

GRADE	POST
A - 7	ANALYST PROGRAMMER (TWO VACANCY)
A - 7	SYSTEM ADMINISTRATOR (ONE VACANCY)

SALARY : **RS. 131435- 161135**
5x1700 : 10x2120

NATURE OF APPOINTMENT : **PERMANENT**

REQUIRED QUALIFICATIONS FOR THE ABOVE POSTS

- Honours Degree of a recognized University or equivalent qualification with one year post degree experience in the relevant field.
OR
- General Degree of a recognized University or equivalent qualification with two years post degree experience in the relevant field.
OR
- N.D.T. or equivalent qualification of a recognized University or Institute with six years experience of which three years should be at supervisory level in the relevant field.

JOB DESCRIPTION FOR THE POST OF ANALYST PROGRAMMER, GRADE A - 7

ICT SYSTEM & SOLUTIONS

- Design, Develop, document, analyze create, test and modify computer systems, programs and integrations.
- Apply system-analyst techniques and procedures, including consulting with users to determine hardware, software or system functional specifications.
- Arrange project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter programming language, and logic.
- Program development by encoding project requirements in commonly used programming languages.
- Analyze user information system needs.
- Document the functionality and requirements.
- Research, evaluate and recommend solutions and appropriate technology to meet user's needs.
- Provides reference for use of prime and personal computers by writing and maintaining user documentation; maintaining a help desk.
- Maintains computer systems and programming guidelines by writing and updating policies and procedures.
- Develops and maintains applications and databases by evaluating client needs; analyzing requirements; developing software systems

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WEB DEVELOPMENT

- Maintain CPC web site while improving the user experience.
- Test websites across browsers, operating systems and devices
- Maintain, configure and troubleshoot servers
- Develop & maintain internal information system (Intranet)
- Ensure site security by setting up firewalls and login pages
- Optimize loading speeds and capacity
- Debug pages and fix broken links or images
- Update website content and review SEO (e.g. traffic, Conversions)
- Address CPC management request to enhance web outlook

JOB DESCRIPTION FOR THE POST OF SYSTEM ADMINISTRATOR, GRADE A - 7

- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization systems
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes.
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- Helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions.
- Setup, configure and maintain of Domain controllers, security infrastructure (firewall, filters, etc.)
- Upgrade systems/ communication infrastructure with new releases and models
- Coordination with telecommunication service providers and external vendors for network infrastructure troubleshooting
- Build an internal technical documentation, manuals and IT policies.
- Responsible for capacity, storage planning, and database performance.

AGE LIMIT

Should not be more than 45 years of age as at closing date of applications (The maximum age limit will not be applicable to those who are in the service of the Government Departments, Corporations, Boards and Statutory Bodies)

FRINGE BENEFITS

Free Medical facilities under the Medical Assistance Scheme of the Corporation (with Family members), Housing Loan facilities, Vehicle Loan facilities, other loans approved by the Corporation, and other Government Allowances, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

HOW TO APPLY

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down loaded from the official website of the Ceylon Petroleum Corporation www.ceypetco.gov.lk

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 13-05-2021

The application not complying the above requirements will be rejected.


**MANAGING DIRECTOR
CEYLON PETROLEUM CORPORATION
NO. 609, DR. DANISTER DE SILVA MAWATHA
COLOMBO 09**

23-04-2021
S/sn