

# NATIONAL MEDICINES REGULATORY AUTHORITY

## VACANCIES

Applications are invited from qualified citizens of Sri Lanka for the following posts of the National Medicines Regulatory Authority.

This post is permanent and should contribute to the Employees Provident Fund (EPF) and without any transfers.

### **01. POST OF INTERNAL AUDITOR - (No. of Vacancies - 01)**

Duties entrusted to the post consist of planning the annual audit, preparation of audit programmes and submission to the management / monitoring the work, Introducing internal control methods, preparing the management reports, preparing the performance reports and annual reports, attending the institution's and ministry management committee meetings and assisting in the recommendation/endorsement of the committee reports, encouraging the relevant divisions to answer and update the government audit queries, Act as the convener of the Audit Committee inquiries and investigations, Assist in the preparation of reports by the relevant sections as recommended by the COPE Committee, Special Audits and Inquiries / investigations entrusted by the management.

#### **QUALIFICATION:**

##### **For External Applicants**

Should have obtained a degree in Management / Accountancy / Commerce field recognized by the University Grants Commission

**Or**

Should have passed the Intermediate Examination of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have at least one (01) year's experience in the relevant field in a Government / Government Corporation, Government Board or an acceptable statutory institution after obtaining above qualification.

##### **Internal Applicants**

Should have fulfilled the qualifications for the external applicants mentioned above.

**AGE:** Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

#### **SALARY STEP RELEVANT TO THE POST:**

Salary Scale as per the Management Circular No. 02/2016 for Category MM 1-1-2016 Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/-) and the salary entitled as at 01.01.2020 is Rs. 53,175/- and approved allowances

#### **METHOD OF RECRUITMENT:**

Through an Open Competitive Examination and / or a structured interview conducted by a Board of Interviewers appointed by the Competent Authority.

#### **OTHERS:**

Every Applicant;

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island
- iii. Should have an excellent moral character

- Applicants serving in government or semi government institutions should forward their applications through the Heads of their institutions.

Duly perfected applications should either be sent by email to [hrdirector@nmra.gov.lk](mailto:hrdirector@nmra.gov.lk) or by registered post addressed to "Chief Executive Officer, National Medicines Regulatory Authority, No. 120, Norris Canal Road, Colombo 10" to receive on or before 19.06.2021 and the post applying for should be mentioned on the left hand top corner of the envelope containing the application or on the subject line of the email.

**Chairman**

**National Medicines Regulatory Authority**

## NATIONAL MEDICINES REGULATORY AUTHORITY

Application for the Post of .....

01. Name in Full:
02. Name with Initials:
03. Address:
04. District of Residence:
05. Date of Birth:
06. Age :            Years .....            Months .....            Days .....
07. Gender (Sex):
08. National Identity Card No.
09. Medium of sitting the Examination:
10. Telephone No. Fixed: .....            Mobile: .....
11. Email Address:
12. Educational Qualifications:
13. Professional Qualifications:
14. Experience
15. Names, Telephone Nos. and Addresses of two non-related referees:

I hereby declare that the information I have given above is true and correct to the best of my knowledge and belief.

Date: .....  
Signature of Applicant

Note:

Application should be perfected and sent only as per the relevant specimen and the copies of certificates that prove your educational and professional qualifications should be submitted with the application.