



MINISTRY OF INDUSTRIES

INDUSTRIAL TECHNOLOGY INSTITUTE
363, BAUDDHALOKA MAWATHA, COLOMBO 7



Industrial Technology Institute (ITI) {formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**} a Statutory Board functioning under the Ministry of Industries 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. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. **Senior Legal Officer (MM 1-1 II)**

Qualifications & Experience (1or 2 below):

1. A Degree in Law which is recognized by the University Grant Commission, Sri Lanka and Attorney-at-Law and Notary Public **AND** three (03) years post qualifying experience in relevant field to the post.
2. An Attorney –at –Law and Notary Public **AND** five (05) years post qualifying experience in relevant field to the post

Job Description

1. The legal officer gives legal advice to upper-level staff to ensure the best legal approach is taken for ITI. He /She advise them on matters of constitutional and national law.
2. He/ She may have to handle conflicting legal matters that involve international, public, and private law. In many cases, the legal officer has to present information on a written or oral platform that all associates and staff can understand.
3. Whatever legal advice the officer offers must coincide with existing laws. As an administrator, he/she must promote strong relationships with partners and clients of ITI. This could mean acting as a liaison between partners and work groups.
4. Drawing up and submitting major contracts, agreements and other legal documents are the responsibility of this person.
5. A legal officer must research different information to make sure the corporation or agency is acting in accord with all applicable laws. She/he also researches proposals for fundraising ventures to provide a legal perspective.
6. Appear in courts, represent Institute and its employees in all legal matters pertaining to the institute functions/affairs.

2. **Internal Auditor (MM 1-1 II)**

Qualifications & Experience (1 or 2 or 3 below)

1. A Bachelor's Degree in Accountancy, Commerce, Management, Administration which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying Accounting and Auditing experience in relevant field to the post.
2. Higher National Diploma in Accountancy (HNDA) which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying Accounting and Auditing experience in relevant field to the post.
3. Having passed the intermediate examination of a recognized professional Chartered Institute, (ACCA, CIMA, CMA, ICASL) **AND** a minimum of three (03) years post qualifying Accounting and Auditing experience in the relevant field to the post.

Job Description

1. Developing, planning and implementing audit programs.
2. Review accounting and other internal control systems and recommend corrective actions.
3. Recommend improvements to financial and non-financial controls for statutory compliance.
4. Establishing and maintaining positive and professional relationship with external auditors and helping team work for the achievement of the institute's audit objectives and functions.
5. Any other duties assigned by the Head of the section/Director General.

3. **Senior Marketing Officer (MM 1-1 II)**
External Candidates (1 or 2 below)

1. A Bachelor's Degree in Marketing, Commerce, Management or Science which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying marketing related activity experience in relevant field to the post.
2. Having passed the intermediate examination of the Chartered Institute of Marketing **AND** a minimum three (03) years post qualifying Marketing related activity experience in the relevant field to the post.

Job Description

1. Assist Director (MBD) to develop and direct an integrated and effective marketing communications strategy for the institute.
2. Assist Director (MBD) to identify and lead market intelligence gathering and analyze data for institute strategic planning.
3. Assist Director (MBD) to establish a pricing policy for the institute and promote the strategic and creative use of such policies.
4. Assist Director (MBD) to establish and promote the use of metrics to improve effectiveness of marketing activities.
5. .Formulate both short and long term marketing plan in consultation with Director (MBD) to achieve institute's objectives.
6. .Identify the macro trends in industry/business and give feedback to the Divisions for forward planning.
7. .Build strong link with other relevant stakeholders, universities, S&T institutions etc., for joint activities that are mutually beneficial.
8. Be an effective link between customers and institute researchers in technology transfer activities.
9. Any other duties assigned by the Head of Section/Additional Director General (A&O)/Director General.

4 **Driver (PL 3 –III)**

Educational Qualifications:

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license issued by the Commissioner General of Motor traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

Job Description

1. Drive the vehicles safely.
2. Maintaining running charts properly.
3. Keep the vehicle neatly and tidy.
4. Attending minor running maintenance work.
5. Make sure vehicle and its accessories are in good condition.
6. Make notice to maintenance crew for any maintenance requirement.
7. Make sure the availability of fuel, lubricants, radiator fluids, tire pressure etc. before starting a journey.
8. Take care of the goods and passengers in the vehicle on board.
9. Inform Police, ITI and relevant authorities in case of vehicle accidents.

***Age**

MM 1-1 II	should be not less than 22 years and not more than 45 years
PL 3-III	should be not 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

MM 1-1 – II	Rs.53,175 - 10 x 1,375 - 15 x 1,910 - 95,575/=
PL 3- III	Rs.26,290 – 10 x270 - 10 x 300 - 10 x 330 – 12 x 350 – 39,490/=

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 to the address given below on or before **04.05.2023**
- 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, Bauddhaloka Mawatha,
Colombo 07.

www.iti.lk