



**MINISTRY OF PLANTATION INDUSTRIES
SRI LANKA TEA BOARD
VACANCIES**

Sri Lanka Tea Board, the Apex Body which has been established to regulate, Develop and Promotion of the Tea industry in Sri Lanka is looking for dynamic and result oriented individuals to be recruited for the posts of **System Analyst, Market Promotion Officer and Audit Officer.**

The Post of System Analyst Grade II–JM (1-1)

Job Description

All IT related activities, of the Board, specially delegated in a manner supplementary to and facilitating the discharging of duties by the Assistant Director (IT) or any other Authorized Officer of the Tea Board.

Qualification & Experience

External Candidates :

a). Bachelor of Information Technology (BIT) Degree or B.Sc. (Special) Degree in Computer Science/ Mathematics which is recognized by the University Grant Commission of Sri Lanka
AND

At least One (01) year post qualifying experience in the relevant field in a public or reputed private sector organization.

Internal Candidates (a or b)

a) Having obtained the qualifications required by the external candidates above.

OR

b) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants in Grade II in the subject area relevant to the post at Sri Lanka Tea Board.

Note: English Knowledge is essential

The Post of Market Promotion Officer Grade II–JM (1-1)

Job Description

Gathering, analyzing market profile information of different segments, different market forces and their performance related to the tea industry for the Uni-national and Generic promotion campaigns, specially being supplementary to and facilitating the discharging of duties by the Assistant Director (Promotion) and the Director (Promotion) of the Board.

Qualification & Experience

External Candidates : (a or b below)

a) A Bachelor's Degree in Marketing / Commerce / Management / Business Administration which is recognized by the U.G.C.

OR

b) Full membership of the Institute of Chartered Marketing- CIM- UK

AND

At least One (01) year post qualifying experience in the relevant field in the public or reputed private sector organization.

Internal Candidates :(a or b below)

a) Having obtained the qualifications required by the external candidates above.

OR

b) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants in Grade II. - Non Tech Category of the Sri Lanka Tea Board with a Diploma or higher level qualification in Marketing obtained from a recognized institute.

The Post of Audit Officer Grade II–JM (1-1)

Job Description

Assist The Internal Auditor in performing the Audit functions giving the priority to the Cooperate Plan, Financial and Administrative functions of the Board in accordance with the approved Internal Audit Plan of the Board.

Qualification & Experience

External Candidates :

a) Bachelor's Degree in the field of Accountancy /Finance/Commerce which recognized by the University Grants Commission of Sri Lanka

OR

b) Having obtained the Higher National Diploma in Accounting (HNDA) issue by a Sri Lanka Technical College

OR

c) Intermediate Qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) /Chartered Institute of Management Accountants UK (CIMA)/ Association of Chartered Certified Accountants (ACCA)

AND

At least One (01) year post qualifying experience in the relevant field in a Corporation, Statutory Board or a reputed Statutory Institution.

Internal Candidates :

a) Having obtained the qualifications required by the external candidates above.

OR

b) A minimum of Five (05) years satisfactory service in the capacity of Management Assistants(Non- Technical) in Grade II in the subject area relevant to the post at Sri Lanka Tea Board.

Salary Scale, Age Limit and Selection Method to Junior Manager(JM1-1)

Salary Scale : JM 1-1 - 2016: Rs. [42,600 - 10 x 755 - 18 x 1,135 – 70,580] (Per Month)

The applicable initial salary step of Rs. 42,600/= p.m. as per the Department of Management Services Circular No 02/2016. In addition to the above, government approved allowances will also be paid. Initial take home salary per month **would be approx. Rs. 45,000/=.**

Age

Should be not less than 18 years and more than 45 years. Upper age limit will not apply to internal candidates.

Selection Method : By a Structured Interview.

GENERAL CONDITIONS

- Every applicant should be a Sri Lankan citizen.
- Every applicant should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Every applicant should have an excellent character.
- The selected external candidates will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidates who are already confirmed will be subjected to an trial period of one year.
- Persons recruited externally will be placed on the initial salary step of the applicable salary scale and internally appointed persons will be placed in salary scale in terms of the provisions of the clause 4 of the chapter VII of the Establishment Code.

BENEFITS

- Medical benefits according to the prevailing rules of the Board.
- Provident Fund: the selected candidates will be required to contribute 10% of his/her salary to the Employees' Provident Fund. The Board will contribute 15%.
- The Board will contribute a further 3% of the Employee's salary to the Employees' Trust Fund.

APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website www.srilankateaboard.com and sent together with a copy of Birth certificate, copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address on or before **24th October 2023**.

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions. Non conformity with this requirement may cause the rejection of such applications.

DIRECTOR GENERAL
SRI LANKA TEA BOARD
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COLOMBO 03