



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. Internal Auditor (MM 1-1 II) Qualifications & experience (1 or 2 or 3 or 4 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.

2. Cost Accountant (MM 1-1 II) – on contract basis Qualifications & Experience (1 or 2 or 3 below):

1. A Bachelor's Degree in Accountancy, Commerce, Management which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying Accounting/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/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/Auditing experience in the relevant field to the post.

Job Description :

1. Supervising all financial transactions in the section.
2. Responsible for the implementation of ITI financial policies and procedures.
3. Implement effective cash and banking operations.
4. Implement relevant modules in the ERP system for effective implementation of internal processes.
5. Continuous monitoring of operational expenses and appropriate actions to minimize unproductive expenses.
6. Guide sub-ordinates of the finance department to perform their duties efficiently.
7. Assisting Section Head in day to day administrative functions.
8. Any other duties assigned by the Head of the section/Additional Director General (A&O)/Director General.

**3. Assistant Research Technologist (MA 2-2 III) – on contract Basis
Minimum Qualifications/Experience**

Having successfully completed a Diploma or Certificate Course not below than the National Vocational Qualification Level 5 in the relevant subject area, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

AND

G.C.E (A/L) passes in three subjects (other than general paper) in Science/Technology stream in one sitting

Note : Bachelors of Science Graduates in the fields of Chemistry, Physics ,Microbiology, Molecular Biology and Science/Technology are encouraged to apply.

Job Description:

1. Undertake testing/calibration services including reporting of results within a time target.
2. Supervising and guiding primary level workers in relevant areas.
3. Provide relevant support to Research Engineers/Scientists, Research Technologist and Senior Research Technologist to execute their functions efficiently and effectively.
4. Provide relevant support to the Head of Section to maintain a quality management system as per ISO/IEC17025 and/or ISO 9001.
5. Provide technical and other support to the Head of Section to manage the section efficiently.
6. Any other duties assigned by the Head of the Section.

Age :

MM 1-1 II : should be not less than 22 years and not more than 45 years

MA 2-2 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.53,175-10x1,375-15x1,910-95,575/-

MA 2-2 III : Rs.30,310-10x300-07x350-04x600-20x710-52,360/-

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 **05.01.2024**
- 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