



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

V A C A N C Y

We are a common user facility with two main Installations and an Island wide network of bulk storage locations providing services to the Ceylon Petroleum Corporation, Lanka Indian Oil Company & other business partners and we are committed to maintain, safeguard the environment, health and safety of employees & public.

POST OF DEPUTY GENERAL MANAGER (HUMAN RESOURCE MANAGEMENT & ADMINISTRATION), GRADE A-1

Applications are invited from the suitably qualified Sri Lankan citizens for the above post.

Required qualifications

- a. i. Should be a member of the I.C.A. or I.C.M.A. or A.C.C.A. or equivalent with fourteen (14) years post qualifying experience seven years of which should be at Senior Management level.
OR
 - ii. Should possess an Honours Degree of a recognized University with fourteen (14) years post experience seven years of which should be at Senior Management Level.
OR
 - iii. Should possess a General Degree of a recognized University with fifteen years (15) post degree experience seven years of which should be at Senior Management Level.
 - b. Fluency in English Language and Computer Literacy
- * **Membership of a recognized HR professional body and the knowledge in HR Module of SAP-ERP would be a definite advantage.**

Age limit: Should be less than 45 years of age.

Please note:

This age limit is not applicable for the employees who are presently in the service of Government Ministries / Departments / Statutory Bodies / fully owned Government Companies. They should forward their applications through Heads of the Departments.

Scope of work

1. Achieve the objectives of Human Resource Plan by organizing and directing all HR activities in HRM Function.
2. Maintain the Manpower Plan, Scheme of Recruitment & Promotion (SORAP) and review them from time to time.
3. Introduce procedural changes, new rules and regulations to suit changing requirements.
4. Facilitate Human Resource Development Function to achieve its objectives.
5. Ensure proper administration and smooth working environment for employees within the Company and introduce better administrative controls.
6. Introduce new technology and tools to HR work and to develop the efficiency of HR related activities.
7. Implement government Rules and Regulations issued from time to time by the Labour Department and the Public Enterprises Department of the General Treasury.
8. Issue circulars from time to time as per the instructions of the Board of Directors/Chairman/Managing Director.
9. Conduct periodical meetings and discussions with Human Resource Manager, Manager (Training & Productivity Development and Medical Officer and their staff.
10. Discuss and resolve HR & Administration issues with the HOFs and other DGMs
11. Review all activities in Human Resource Management Function, Human Resource Development function and Medical Centre.
12. Attending all meetings held by the Minister/Ministry, Chairman and Managing Director and represent CPSTL at Audit Management Committee meetings and other relevant such Committee meetings.
13. Attending all Executive Grade Interview Panels.

Remuneration: Rs. 241,390 – 5 x 4,960 – 10 x 5,535 – 321,540

Fringe Benefits:

- Vehicle & Fuel Allowance
- Other Applicable Allowances
- Medical Insurance Cover
- Personal Loan facilities
- Applicable bonuses

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. From the date of assumption of duties, the selected candidate will be placed on probation for a period before being confirmed in the post.

Please forward your comprehensive CV along with the copies of relevant Certificates, Educational Certificates and Certificates of experience with names and addresses of **two non-related referees under registered post to reach the undersigned on or before 06.03.2024** indicating the post applied for on the top left-hand corner of the envelope.

Please note that the applications which do not contain adequate information to verify the above criteria will be rejected and only the shortlisted candidates will be called for the interview.

Chairman
Ceylon Petroleum Storage Terminals Limited (CPSTL)
Kolonnawa, Wellampitiya.
Tel. 2572307

