



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. Chief Internal Auditor (HM 1-3)

Qualifications & Experience (1or 2 below):

1. A Bachelor's Degree in Commerce, Management, Accountancy or Finance which is recognized by the University Grant Commission, Sri Lanka

WITH

A Postgraduate qualification (Masters') in Accountancy or Finance which is recognized by the University Grant Commission, Sri Lanka **OR** Associate Membership of a recognized professional Institute (ACCA, CIMA, CMA, ICASL) , which is relevant to the subject areas of the post

AND

A minimum of 15 years experience in Auditing/Accounts/Financial Management after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

2. Full Membership of Institute of Chartered Accountants of Sri Lanka/Chartered Institute of Management Accountants / Associations of Certified and Corporate Accountants/Certified Management Accountants

AND

A minimum of 15 years experience in Auditing/Accounts/Financial Management after the first degree at a "Managerial level" in a Corporation, Statutory Board/Institution or a reputed private institution.

Job Description :

1. Establish and maintain positive and professional relationships with the management and staff, and the external auditors and inspire team work to achieve Institute's overall audit objectives.
2. Develop, plan and implement audit programs to identify shortcomings in the systems and procedures and suggest corrective actions for improvements.
3. Review accounting and internal control systems against benchmarks and make recommendations for improvements.
4. Review financial accounts at regular intervals, and providing key information on a monthly basis.
5. Monitor financial and physical progress of programs/projects undertaken by the institute and report on performance.
6. Responsible for periodical physical verification of assets as per the statutory requirements and submit report to the Management.
7. Carry out special audits and submit reports at the request of Chairman and Director General.
8. Act as the convener of the Audit Committee.
9. Actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
10. To promote cultural/attitudinal changes among the staff that delivers best business practices in a Research & Development Environment.
11. Any other duties assigned by the Director General.

2. 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.

Note: - Who are having experience in attending court and knowledge & experience in court procedures are encouraged to apply.

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.

3. Accountant (MM 1-1 II)

Qualifications & Experience (1or 2or 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.

Age :

HM 1-3	:	should be not less than 35 years and not more than 55 years
MM 1-1 II	:	should be not less than 22 years and not more than 45 years

*This upper age limit will not apply to the employees of the Government Departments / Corporations

Salary Scales:

HM 1-3	:	Rs.86,865-15x2,270-120,915/-
MM 1-1 II	:	Rs.53,175-10x1,375-15x1,910-95,575/-

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 **15.04.2024**
- 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