



# MINISTRY OF AGRICULTURE & PLANTATION INDUSTRIES

## Sri Lanka Tea Board



### VACANCY

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 Procurement Officer and Market Promotion Officer.

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

##### Job Description

All procurement activities as per the provisions of GOSL Procurement Guideline, specially delegated in a manner supplementary to and facilitating the discharging of duties by the Authorized Officer of the Board.

##### Qualification & Experience

###### External Candidates :

(a). A Degree preferably in Business/Public Administration/Science/ Commerce/ Economics from a University which is recognized by the U.G.C. of Sri Lanka

AND

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

###### Internal Candidates :

(a).A minimum of Five (05) years satisfactory service in the capacity of Management Assistants- Grade I - Non Tech Category of Sri Lanka Tea Board with G.C.E. (A/L) Examination in three subjects in one sitting.

**Note:** Computer literacy and English Knowledge are 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.

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. 50,000/=.

**Age :** Should be not less than **22 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.lk](http://www.srilankateaboard.lk) 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 08<sup>th</sup> May 2024**.

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,**  
574, Galle Rd,  
Colombo 3.