



MINISTRY OF SCIENCE AND TECHNOLOGY

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 Science and Technology, 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. Senior Industrial Liaison Officer (MM1-1 II)**

**Qualifications & Experience**

1. A Bachelor's Degree in Science, Agriculture or Engineering which is recognized by the University Grant Commission, Sri Lanka AND three (03) years post qualifying experience in Industry activity coordination in relevant field to the post.

**Job Description:**

1. To be a link between industry and ITI to take research and technological services to the market.
2. To identify needs of industry in areas relevant to the mandate of the institute and follow up with sections to fulfill such needs.
3. To formulate and implement an annual training schedule to satisfy the demands of industry with the support of technical sections.
4. Archive institute IPs and other research outputs in a systematic manner, both electronically and in print form for easy retrieval.
5. In consultation with institute legal unit ensure IPs generated by the institute are protected and exploited optimally.
6. Scan IP documents and assist sections to formulate strategic R&D programs.
7. In consultation with institute legal unit manipulate the patent portfolio to forge strategic alliances/international S&T collaborations to gain business advantage and ward off competition.
8. Any other duties assigned by the relevant Additional Director Generals/Director General.

## 2. Senior Marketing Officer (MM1-1 II)

### Qualifications & Experience (1 or 2 below)

1. A Bachelor's Degree in Marketing, Commerce, Management or Science which is recognized by the University Grant Commission, Sri Lanka AND three (03) years post qualifying marketing related activity experience in relevant field to the post.
2. Having passed the intermediate examination of the Chartered Institute of Marketing AND a minimum three (03) years post qualifying Marketing related activity experience in the relevant field to the post.

### Job Description:

1. Assist Director (MBD) to develop and direct an integrated and effective marketing communications strategy for the institute.
2. Assist Director (MBD) to identify and lead market intelligence gathering and analyze data for institute strategic planning.
3. Assist Director (MBD) to establish a pricing policy for the institute and promote the strategic and creative use of such policies.
4. Assist Director (MBD) to establish and promote the use of metrics to improve effectiveness of marketing activities.
5. Formulate both short and long term marketing plan in consultation with Director (MBD) to achieve institute's objectives.
6. Identify the macro trends in industry/business and give feedback to the Divisions for forward planning.
7. Build strong link with other relevant stakeholders, universities, S&T institutions etc., for joint activities that are mutually beneficial.
8. Be an effective link between customers and institute researchers in technology transfer activities.
9. Any other duties assigned by the Head of Section/Additional Director General (A&O)/Director General.

### **3. Librarian (MM1-1 II)**

#### **Qualifications & Experience (1 or 2 below)**

1. A Bachelor's Degree in Science which is recognized by the University Grant Commission, Sri Lanka AND three (03) years post qualifying experience in Library Management in relevant field to the post.
2. Having passed the Postgraduate Diploma in Library Science/ Information management of a recognized professional Chartered Institute of which the subject area is relevant to the post AND a minimum ten (10) years post qualifying experience Library Management in the relevant field to the post.

#### **Job Description:**

1. In consultation with the Head, establish, maintain and update information databases including books, CDs, patents etc., relevant to the current and future demands of the clients (internal and external).
2. In consultation with the Head, establish, maintain and update automated on-line Library system to provide easy access to the users.
3. To support the management of internal systems to archive all documents for the effective and efficient retrieval through cataloguing and indexing and other tools.
4. To collect, process and disseminate useful technical information in particular on "shelf technology" with a view to accelerating industrial development.
5. Provide packaged information to industry to optimize value addition to the client in areas related to the experience of the institute.
6. Any other duties assigned by the Head of Section/Director General.

### **4. Engineer (Premises/Maintenance /Electrical) (MM1-1 II)**

#### **Qualifications & Experience (1 or 2 below)**

1. A Bachelor's Degree in Engineering which is recognized by the University Grant Commission, Sri Lanka AND three (03) years post qualifying experience in relevant field to the post.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission AND a minimum three (03) years post qualifying experience in the relevant field to the post.

**Job Description:**

1. Supervising and guiding technical and skill level workers of the relevant units in the Engineering Services.
2. Planning and executing jobs given by the Clients (external & Internal) in a timely and cost effective manner.
3. Provide relevant support to the Chief Engineer to establish and maintain an appropriate quality management system in line with institute quality policy.
4. To provide technical support to sections for their design, fabrication and construction works.
5. Implementation of the ERP system and improve internal processes.
6. Estimation of budget for maintenance activities such as building, vehicle and premises etc., for the Institute Annual budget.
7. Preparation of maintenance/implementation plan with the time targets and within allocated budget.
8. Supervision of general maintenance works such as premises, buildings, roads, vehicles and Sectional plants and machineries in a timely manner within allocated budget.
9. Procurement of materials and services as per institute guidelines in a timely manner within allocated budget.
10. Any other duties assigned by the Head of Section/Additional Director General (R&D)/Director General.

**5. Senior Administrative Officer (Admin) (MM1-1 II)**

**Qualifications & Experience**

1. A Bachelor's Degree in , Commerce, Management, Administration or Science which is recognized by the University Grant Commission, Sri Lanka AND three (03) years post qualifying experience in administration relevant to the post.

**Job Description:**

1. Guide and ensure timely delivery of activities of subordinates in the section.
2. Assisting the Section Head on day to day administrative functions effectively.
3. Assisting the Additional Director Generals/Director General on troubleshooting administrative issues when and if necessary.
4. Responsible for recruitments/promotions as per institute guidelines in a timely manner.
5. Implementation of the relevant modules of the ERP system for effective implementation of the internal processes.
6. Assisting the Section Head to formulate and regularly update the SOPs on Administration, Finance and Procurement of the institute Manual of Procedures.
7. Any other duties assigned by the Head of the Section/Additional Director General (A&O)/Director General.

## 6. Management Officer (JM1-2 II)

### Qualifications & Experience (1 or 2 below)

1. A Bachelor's Degree in Science, Commerce, Management, Administration which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in the relevant field.

### Job Description:

1. Guide and ensure timely delivery of activities of Management Assistants and other subordinates in the section.
2. Custody and maintenance of files relevant to the functions of the section.
3. Assisting Director/Additional Director General/Director General on day-to-day administrative functions.
4. Assisting the section in arranging for promotions and recruitments as per institute guidelines in a timely manner.
5. Assisting the section to manage housekeeping, transport system and security in an efficient manner.
6. Assisting the section in the implementation of the ERP system and improve internal processes.
7. Assisting the section in maintaining an effective customer relations (both internal & external) including timely delivery of services.
8. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
9. Any other duties assigned by the Head of the section.

## 7. Accounts Officer (JM1-2 II)

### Qualifications & Experience (1 or 2 or 3 below)

1. A Bachelor's Degree in Accountancy, Commerce or Management which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in Accounting /Auditing field.
2. Higher National Diploma In Accountancy (HNDA) which is recognized by the University Grant Commission , Sri Lanka WITH one (01) year post qualifying experience in Accounting /Auditing field.
3. Having passed the Intermediate Examination of a recognized professional Chartered Institute WITH one (01) year post qualifying experience in Accounting /Auditing field.

**Job Description:**

1. Assisting the section in the preparation of final accounts.
2. Provide information for preparation of budgets, budgetary control and other finance related management decisions.
3. Checking payments to ensure validity.
4. Monitor bank reconciliation.
5. Preparation of periodic statements of debtors and creditors.
6. Spot checks on cashier.
7. Checking the salaries and control accounts.
8. Assisting section with preparation of quarterly progress reports to the Ministry.
9. Assisting section in Management of pay roll/cash flow.
10. Preparation of monthly income and expenditure statement.
11. Assist the section in managing the fixed asset efficiently in line with ITI Manual of Procedures.
12. Assisting the Board of Survey during periodical verification of stocks/fixed Asset.
13. Assisting section Head in complying with statutory requirements with regard to Auditor General's report.
14. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
15. Any other duties assigned by the Head of the section.

**8. Stores Officer (JM1-2 II)****Qualifications & Experience**

1. A Bachelor's Degree in Commerce, Management, Logistics or Science which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying relevant experience.

**Job Description:**

1. Maintain stocks/materials/equipment in a safe and secure manner and enter all items received in the relevant module of the ERP system.
2. Responsible for the administration of the stores procedure and personnel including process, documentation staff leaves etc.
3. Assist section to maintain and manage relevant module in the ERP system.
4. To ensure efficient management of stock and ensure timely delivery of consumables to the sections.
5. Arranging for auctioning of obsolete items/damaged and /or spoil items, as per approved procedures.

6. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
7. Any other duties assigned by the Head of the section.

**9. Supplies Officer (JM1-2 II)**

**Qualifications & Experience**

1. A Bachelor's Degree in Science, Logistics, Commerce or Management which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in supplies and procurement management.

**Job Description:**

1. Assisting the sectional head to carry out all procurements in a timely manner and in compliance with the Institute/National Procurement Guidelines.
2. If necessary to function as secretary/convener to the Bid opening /Tender Evaluation/Procurement Committees.
3. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
4. Any other duties assigned by the Head of the section.

**10. Internal Audit Officer (JM1-2 II)**

**Qualifications & Experience :( 1or 2 or 3 below)**

1. A Bachelor's Degree in Accountancy, Commerce or Management which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in Accounting /Auditing field.
2. Higher National Diploma In Accountancy (HNDA) which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in Accounting /Auditing field.
3. Having passed the Intermediate Examination of a recognized professional Chartered Institute WITH one (01) year post qualifying experience in Accounting /Auditing field.

**Job Description:**

1. Assisting the Sectional Head to prepare/implement the Annual Internal Audit Programme.
2. Undertake special investigations and assignments entrusted by the Sectional Head/Director General.
3. Reporting all irregularities observed during Audit Assignments with corrective actions to the Sectional Head/Director General.
4. Assisting the Sectional Head to prepare the quarterly Internal Audit performance report.
5. Assisting the Sectional Head to prepare the Audit committee reports and Board papers.
6. Assist both internal/external Board of Survey teams.
7. Co-ordinate with Audit Firms, Auditor General's Department etc., whenever necessary.
8. Any other work relating to Internal Audit, assigned by Chief Internal Auditor and the Director General.
9. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
10. Any other duties assigned by the Head of the section.

**11. Research Technologist (JM1-2 II)**

**Qualifications & Experience : (1 or 2 or 3 or 4 below)**

1. A Bachelor's Degree in Science ,Engineering or Technology which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in the allied technical fields.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission AND one (01) year post qualifying experience in the allied technical field in a Government Dept/Corporation / Statutory body/ Mercantile establishment.
3. NDT or Equivalent in relevant field AND five (05) years post qualifying experience in the allied technical field to the post in a Government Dept/Corporation/Statutory body/Mercantile establishment .
4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission AND at least ten (10) years post qualifying experience in a relevant field in a Government Dept/Corporation / Statutory body/ Mercantile establishment.



**Job Description:**

- 1 Undertake technical and R&D services, preferably of high scientific content or non-routine in nature, for clients.
- 2 Establish new techniques/services in areas that are in demand or have the potential to meet the needs of the industry and business and train others to sustain such services.
- 3 Supervising and guiding Assistant Research Technologist (MA 2-2) and primary level staff in the relevant section.
- 4 Assisting the section on day-to-day technical functions including the maintenance of the quality management system as per institute quality policy.
- 5 Assisting the section in implementing the ERP system effectively to improve internal processes and enhance productivity.
- 6 Assisting the section in maintaining a professional customer relations (both internal and external) including the delivery of quality services in a timely manner.
- 7 Any other duties assigned by the Head of the section.

**12. Industrial Liaison Officer (JM1-2 II)****Qualifications & Experience : (1or 2 below)**

1. A Bachelor's Degree in Science, Commerce or Management which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in industrial activity coordination.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a technical /vocational training institute accepted by the Tertiary and Vocational Education Commission and five (05) years post qualifying experience in industrial activity coordination in a Government Dept / Corporation / Statutory body/Mercantile establishment.

**Job Description:**

1. To be an effective link between ITI and industry to take research and technological services to the market.
2. To identify needs of industry in areas relevant to the mandate of the institute and follow up with sections to fulfill such needs.
3. To coordinate all activities related to the Vidatha Programme of the line Ministry.
4. With the support of the computer section effectively manage the e-farms website.
5. To formulate and implement an annual training schedule to satisfy the demands of industry with the support of technical sections.
6. Any other duties assigned by the Head of the section.

### 13. Marketing Officer (JM1-2 II)

#### Qualifications & Experience :

A Bachelor's Degree in Science, Marketing, Commerce or Management which is recognized by the University Grant Commission, Sri Lanka WITH one (01) year post qualifying experience in Marketing related activities.

#### Job Description:

1. Identify customer needs and provide information to formulate projects / programmes to meet national needs.
2. Carryout market surveys for customer feedback on institute services for continual improvement.
3. Assist the Head of the section to formulate/implement an effective promotion and marketing plan to enhance the image of the institute.
4. Carryout market surveys on Licenses of ITI for appropriate follow up.
5. Planning and arranging demonstration on ITI technologies and products.
6. To organize promotional events such as exhibitions, press conference, product launching etc. to effectively market ITI services and expertise.
7. Be an effective link between ITI licenses and Research sections for sustainable partnerships.
8. Any other duties assigned by the Head of the section.

#### Age

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 Scale

MM 1-1 II	-	Rs. 91,690 - 10 x 2,480 – 15 x 3,450 – 168,240/- (w.e.f. 01.01.2027) Salary : Initial Salary Step – 71,730/- + Government Approved Allowances
JM 1-2 II	-	Rs. 74,010 - 10 x 1,360 – 18 x 2,040 – 124,330/- (w.e.f. 01.01.2027) Salary : Initial Salary Step – 59,552/- + Government Approved Allowances

(As per the Provisions of Management Services Circular No.01/2025 dated 25/03/2025)

### 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 Institute 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](http://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 20.08.2025.
- 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](http://www.iti.lk)