



Consumer Affairs Authority

Ministry of Trade, Commerce, Food Security and Co-operative Development



Applications are invited from suitably qualified persons to fill the following vacancies in the Consumer Affairs Authority.

1. Post of Director General (HM 2-1) – (01 post)

Job Description:

The Director General is the highest-level Executive Officer of the institution. The Director General is accountable and responsible for all the activities, and administrative and financial affairs of the Institute who under the general direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Authority, for excelling in official achievements and generation and transfer of technology.

Qualifications:

External: A Bachelor's degree in Business Administration, Business Management, Public Administration, Public Management, Economics, Commerce, Science (Food Science & Technology, Biological Science), Agriculture, Law which is recognized by the University Grants Commission.

And

A Postgraduate Degree in relevant field or Corporate Membership of a recognized professional institution in Management, which is relevant to the subject area of the post.

And

At least 18 years experience in Managerial Level out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.

Or

A Bachelor's degree in Business Administration, Business Management, Public Administration, Public Management, Economics, Commerce, Science (Food Science & Technology, Biological Science), Agriculture, Law which is recognized by the University Grants Commission.

And

PhD Degree in relevant Field.

And

At least 05 years' experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining PhD degree.

Internal:

A minimum of Five years (05) satisfactory service in a post of Senior Manager category in the subject area relevant to the post.

And

A proven ability to lead and direct multi-disciplinary teams.

Experience in proper deployment and efficient management of human and other resources.

Salary Scale:

HM 2-1: 2025 Rs. (161,140 - 12 x 4,850 – 219,340)

(With effect from 2027.01.01)

Salary:

Rs. 119,494/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Transport and Fuel Allowance:

Entitled either to use an official vehicle or to avail a monthly transport allowance and a fuel allowance in terms of PED Circular No. 01/2015, 01/2015 (I) & (II)

Professional Allowance :

A professional allowance will be paid in terms of DMS Circular No. 01/2025

Other Allowances:

In addition to the salary, cost of living allowance and other applicable allowances will also be paid in terms of relevant government circulars.

Age :

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

2. Post of Director – Legal & Enforcement (HM 1-1) – (01 Post)

Job Description:

Represent the Authority before any court of Law, Tribunal or Authority receive notice of litigation on behalf of the Authority and appear and represent the Authority as and when it is deemed necessary, Carry out the compliance & enforcement function of the Authority as prescribed by the Act, where manufacturers and traders fail to comply with an order made under the Consumer Affairs Authority Act to inquire into such cases and institute legal proceedings accordingly as prescribed by the Act, Liaise with the Attorney General's Department, other legal counsel and relevant institutions when required, Responsible for preparation and enforcement of agreements entered into by the Authority with any manufacturer or trader or any association of manufacturers or traders as stipulated in the Act, Maintenance of records pertaining to all directives issued by the Authority and other legal proceedings instituted by the Authority, Monitor the activities of the consumer complaints unit, Preparation of Gazette notification to be issued by the Authority, Coordinate and supervise the legal matters handled by the District office of the Authority, explain and advise the staff on the function of the Act and interpret guidelines set out therein by way of directives and/ or regulations, Provide support services to all other Divisions of the Authority, Provide support services to the Consumer Affairs Council, Keep abreast of legal development in the international arena dealing with consumer protection and anti-competitive practices, Render assistance to the Director General and member of the Authority on

- Clarification sought with regard to any matter involving litigation
- Interpretations
- To formulate opinion in adopting policy decisions as a regulator
- Any other endurance involving staff, labor, welfare compensation or discipline and
- Any other and further issues which directly involve the Authority on its functions and or interests.

Qualifications:

External: An Attorney at Law and a Postgraduate Degree qualification (Master's) with 15 years post qualifying experience, in Managerial Level in a Corporation, Board or Mercantile Establishment after giving oaths.

Internal: Minimum of Five (05) years satisfactory service in a post manager category Grade I in the subject area relevant to the post.

Salary Scale: HM 1-1: 2025 Rs. (140,640 - 15 x 4,100 – 202,140)

(With effect from 2027.01.01)

Salary:

Rs. 105,399/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Transport and Fuel Allowance:

Entitled either to use an official vehicle or to avail a monthly transport allowance and a fuel allowance in terms of PED Circular No 01/2015, 01/2015 (I) & (II).

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 01/2025

Other Allowances: In addition to the salary, cost of living allowance and other applicable allowances will also be paid in terms of relevant government circulars.

Age:

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

3. Post of Data Coordinator (MA 5-2) – (01 post)

Job Description:

Entering data, maintenance and updating of data bases, Tabulation of data & derivation of reports using application software, Updating and maintaining of the Websites, any other duties assigned by the Director.

Qualifications:

External:

A Bachelor's Degree from a University recognized by the University Grants Commission Information Technology/Information System or Computing.

Additional Qualification:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2: 2025 Rs. (62,310 - 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – 111,160)

(With effect from 2027.01.01)

Salary:

Rs. 51,488/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

4. Post of Administration Officer (MA 5-2) – (01 post)

Job Description:

Assist in procurement of goods and services, Assist in recruitment of employees, Preparation of utility bills, salary information, schedules on retirement benefits, attendance and leave records, Maintenance of records relevant to control of transportation, Maintain cleanliness of premises and attending to health and safety measures, Co-ordination of EPF/ETF, Gratuity payments and other retirement benefits with relevant institution, Processing of loans, salary and other advances of employees, Assist in implementation of all agreements with service providers, Handling the mail, Maintaining and updating of HR management systems, Assist in identifying the training requirement of employees and implementation of training plans, Monitoring the progress of the training programs attended by the employees, Assist in conducting all internal examinations, Assist in periodical Performance Evaluation of the employees, Any other duties assigned by the Director.

Qualifications:

External:

A Bachelor's Degree from a University recognized by the University Grants Commission in Business Administration/Public Administration/Business Management.

Additional Qualification:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2: 2025 Rs. (62,310 - 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – 111,160)

(With effect from 2027.01.01)

Salary:

Rs. 51,488/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

5. Post of Accounts Officer (MA 5-2) – (03 posts)

Job Description:

Maintain the assets movement registers, Verification of receipts and payments, checking of salary schedules and other statutory payments, Administration of cash book, assist in the preparation of monthly accounts, assist in the preparation of monthly cash forecast, Preparation of Cheques, any other duties assigned by the Director.

Qualifications:

External:

A Bachelor's Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management or HNDA

Or

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

Additional Qualification:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2: 2025 Rs. (62,310 - 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – 111,160)

(With effect from 2027.01.01)

Salary:

Rs. 51,488/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

6. Post of Costing Officer (MA 5-2) – (02 posts)

Job Description:

Assist in the costing of products, assist in the regulation of prices of specified goods and service, Monitoring the collection of data and maintenance of database, Study and report on the international market price variation of commodities, assist in conducting Efficiency Studies, any other duties assigned by the Director.

Qualifications:

External:

A Bachelor's Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management

Or

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

Additional Qualification:

A Postgraduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2: 2025 Rs. (62,310 - 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – 111,160)

(With effect from 2027.01.01)

Salary:

Rs. 51,488/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

7. Post of Documentation Officer (MA 5-2) – (01 post)

Job Description:

Supervision of the preparation of documents/minutes/reports, Co-ordinate with other divisions and related institutions to collect/share necessary information, Submission of required reports, Maintenance of proper documentation system, Co-ordination of the preparation of articles and publications, Co-ordination of the print & electronic media personnel for publication of reports, any other duties assigned by the Director.

Qualifications:

External:

A Bachelor's Degree from a University recognized by the University Grants Commission in Mass Communication, Journalism or Information Technology/Information System.

Additional Qualification:

A Postgraduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2: 2025 Rs. (62,310 - 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – 111,160)

(With effect from 2027.01.01)

Salary:

Rs. 51,488/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

8. Post of Market Research Analyst (MA 5-2) – (01 post)

Job Description:

Provide necessary assistance to carry out the research work, assist in identifying market structure, carrying out investigations on anti-competitive practices, Conduct studies on industries based on information/media reports, Assist in the preparation of reports on competitiveness, Assist and Co-ordinate in conducting raids on identified areas, Contribute in designing toolkits to be used in awareness and advocacy programs, any other duties assigned by the Director.

Qualifications:

External:

A Bachelor's Degree from a University recognized by the University Grants Commission in Economics or Marketing.

Additional Qualification:

A Postgraduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale:

MA 5-2: 2025 Rs. (62,310 - 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – 111,160)

(With effect from 2027.01.01)

Salary:

Rs. 51,488/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

9. Post of Management Assistant (MA 1-2) – (10 posts)

Job Description:

Operating the communication network of the Authority efficiently, Maintaining good public relation with visitors and other relevant parties, Directing visitors to relevant divisions/units within the premises, Word processing /typing of documents, Maintaining and updating of data bases, Attend to correspondence under the guidance of the immediate supervising officer, Head of the division, Preparation of accounting documents such as vouchers, travelling claims etc. , Writing up cash book and petty cash book, Assist in the preparation of salaries, Maintaining records of EPF and ETF including monthly and half yearly statements, Assist in the preparation of Financial statements and reports, Assist in the preparation of cost analysis, Maintenance of file moments registers and records, Assist in conducting price inquiries, Preparation of inquiry proceedings, Maintenance of files and records, Attending to secretarial work such as taking down dictation and preparation of letters, minutes and reports, Tabulation of data and generation of reports, Assist in maintenance of stores, Preparing GRN and Dispatch Advice, Receiving, Storing and issuing stocks, Assist in the maintenance of records such as stock records/bin cards/stores ledgers etc., Assist in the proper maintenance of stock, Assist in the Management of Information Systems of the Consumer Affairs Authority, Assist in Installation of software packages / solution, Maintenance of hardware & Software, Maintenance of Network of the Consumer Affairs Authority, Controlling of the Main Server for Information Systems, Assist in Updating the Information Systems of the Consumer Affairs Authority, Assist Technical Committee appointed to purchase IT equipment & IT solution, Reporting on Breakdowns of the Information Systems of the Consumer Affairs Authority, Assist in updating the stock records of consumables used in IT equipment, Any other duties assigned by the relevant Director

Qualifications:

- External:**
- Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - Sinhala/Tamil
 - English language
 - Mathematics
 - Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal:

Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the following qualifications are eligible to apply.

Education

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including

- Sinhala/Tamil
- English language
- Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above categories.

Note:

Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/temporary basis too should not be counted for this purpose.

Salary Scale:

MA 1-2: 2025 Rs. (46,220 - 10 x 540 – 7 x 630 – 12 x 1080 – 12 x 1280 - 84,350)

(With effect from 2027.01.01)

Salary:

Rs. 40,403/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

10. Post of Management Assistant (Shroff) (MA 1-2) – (01 post)

Job Description:

Collection of cash issuing receipts, accepting cheques and issuing receipts, Banking the daily collection of cash and cheques, Handling cash in transit, in – charge of petty cash imprest and other imprests, Maintenance of proper records and registers, Safe handling of cash and cheques, Any other duties assigned by the relevant Director

Qualifications:

- External:**
- Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - Sinhala/Tamil
 - English language
 - Mathematics
 - Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination in Commerce stream.
 - Registered student of AAT/CMA/ICASL/CIMA or any other relevant qualification from a recognized accounting body will be an added qualification.

Internal:

Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the following qualifications are eligible to apply.

Education

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including

- Sinhala/Tamil
- English language
- Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above categories.

Note:

Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

Salary Scale:

MA 1-2: 2025 Rs. (46,220 - 10 x 540 – 7 x 630 – 12 x 1080 – 12 x 1280 - 84,350)

(With effect from 2027.01.01)

Salary:

Rs. 40,403/- (Basic paid salary as at 01.01.2025-As per DMS Circular No: 01/2025)

Age:

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

General Conditions

Nature of Appointment:

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund and provisions as per relevant government circulars.

Salary at Recruitment:

- Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.
- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island
- Should be of an excellent moral character.

Eligible candidates are invited to submit their applications under registered cover to the address given below within 14 days of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached to the application. Applications from employees in the state sector should be forwarded through the relevant heads of the Institutions. Applications which do not conform to the above requirements, incomplete and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be stated on the top left-hand corner of the envelope. Please forward your applications to;

Director General
Consumer Affairs Authority,
1st and 2nd Floor, CWE Secretarial Building,
No. 27, Vauxhall Street,
Colombo 02.

VACANCIES – Contract Basis

Applications are invited from suitably qualified persons to fill the following vacancies in the Consumer Affairs Authority.

01. Post of Assistant/ Deputy Director (Corporate Communication) - Contract Basis (MM 1-1) – (01 post)

Job Description:

Head of the Corporate Communication unit of the CAA, Maintenance of Data and Information on public awareness, publication and communication of CAA, Liaise with media personnel and media institutions, Responsible for issuing

news and information for media, Submission of media reports, Co-ordinate with internal divisions to collect information on public awareness and other activities, Liaise with local and international consumer related organizations and update records, Development of communication with internal and external parties, Any other duties assigned by the Director General.

Qualifications:

External:

- A Bachelor's Degree from a University recognized by the University Grants Commission in Mass Communication or Journalism
- with
- A minimum of 03 years post qualifying experience in relevant field in a Corporation, Board or a reputed mercantile establishment

Salary

Salary code of the employee category:

Monthly allowance equal to the initial step of MM 1-1 salary scale and the other relevant allowances entitled to the said scale as per the Management Services Circular No. 01/2025. However, employee should entitle to one increment related to the MM 1-1 salary scale considering his/her performance, if the period of contract extended.

Salary: Rs. 71,730/-

Salary should be paid as per the instructions mentioned in the annex II of the Management Services Circular No. 01/2025. The renewal of the contract can be considered annually.

Age : Age should be not less than 30 years and not more than 45 year

02. Post of Media Officer – Contract Basis (MA 5-2) – (01 post)

Job Description:

Writing report on public awareness, Co-Ordination with the print & electronic media personnel for publications of reports, issuing news and information for media, Collection of data and information on public awareness and other activities, Communication with internal and external parties, Maintenance of data bank and recording the publication on CAA, Directing the cameraman for recording the events, any other duties assigned by the Assistant Director (Corporate Communication)

Qualifications:

External:

- A Bachelor's Degree from a University recognized by the University Grants Commission in Mass Communication or Journalism with a postgraduate diploma in the relevant field.

Salary

Salary code of the employee category:

Monthly allowance equal to the initial step of MA 5-2 salary scale and the other relevant allowances entitled to the said scale as per the Management Services Circular No. 01/2025. However, employee should entitle to one increment related to the MA5-2 salary scale considering his/her performance, if the period of contract extended.

Salary:

Rs. 51,488 /-

Salary should be paid as per the instructions mentioned in the annex II of the Management Services Circular No. 01/2025. The renewal of the contract can be considered annually.

Age : Age should be not less than 22 years and not more than 45 years.

General Conditions.

Nature of Appointment : Contract Basis

Appointment to this post is subject to one year contract period and this does not entitle to receive a permanent appointment.

This appointment does not carry with it any claim whatsoever to any permanent employment in the Consumer Affairs Authority

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island

Should be of an excellent moral character.

Eligible candidates are invited to submit their applications under registered cover to the address given below within 14 days of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached to the application. Applications from employees in the state sector should be forwarded through the relevant heads of the Institutions. Applications which do not conform to the above requirements, incomplete and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be stated on the top left-hand corner of the envelope. Please forward your applications to;

Director General
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1st and 2nd Floor, CWE Secretarial Building,
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