



**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 post and the most suitable among the applicants will be selected to fill the vacancy. 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.

#### **Age**

HM 1-3 - Should be not less than 35 years and not more than 55 years.

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

#### **Salary Scale**

HM 1-3 - Rs. 152,500 – 15 x 4,100 – 214,000/- (w.e.f. 01.01.2027)  
Salary : Initial Salary Step – 113,556/- + Government Approved Allowances

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

#### **Other Benefits Applicable to the Above Positions**

- Selected candidates may be entitled to performance-based incentives, a contributory medical insurance scheme, and other benefit schemes implemented by the Institute.
- The Institute operates its own Provident Fund Scheme, to which employees contribute 10% of the gross salary, while the Institute contributes 15%. An additional 3% of the salary will be contributed by the employer to the Employees' Trust Fund.

Applicants currently employed in Government Departments, State Corporations, or Statutory Boards should submit their applications through the respective heads of their establishments. An advance copy of the application may be sent directly.

Applicants are requested to use the prescribed format available on the ITI website ([www.iti.lk](http://www.iti.lk)) when submitting their application. Applications that do not conform to these requirements will be rejected. In addition to submitting the application by registered post, candidates are requested to send a soft copy of the application to [careers@iti.lk](mailto:careers@iti.lk)

A duly completed application, together with photocopies of educational and professional qualifications, relevant experience, and the names and addresses of two unrelated referees, should be sent by registered post to the address given below on or before **15.09.2025**.

The post applied for should be indicated on the top-left corner of the envelope.

In addition to submitting the application by registered post, candidates are requested to send a soft copy to [careers@iti.lk](mailto:careers@iti.lk)

**Director General/CEO**  
**Industrial Technology Institute**  
**363, Bauddhaloka Mawatha,**  
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