



Ministry of Plantation and Community Infrastructure

Coconut Development Authority



Applications are hereby invited from the citizens of Sri Lanka who are well experienced and have necessary qualifications with regard to the under mentioned post presently vacant at the Coconut Development Authority.

1. Post - Director (Administration)

No of Vacancies : 01

Service Category : Senior Management level- (HM 1-1)

Salary scale: Rs.140,640/-, 15x4,100/=Rs..202,140/- (HM1-1 - 2025) (per month)

+Approved Government Allowances.

Basic Salary Step : Rs. 123,019/-,(As per Schedule 11 of Management Service Circular No 01/2025 as at 01.01.2026)

Educational Qualifications and Experience:

For External Applicants.

Should have obtained a first Degree from a university recognized by the University Grants Commission in the fields of Public Administration/ Business Administration/ Management/ Law with a Post graduate Degree of the relevant field.

With

Should have obtained not less than fifteen years experience (15) at Managerial level relevant to the post in a government or government recognized institution.

For Internal Applicants

Should have completed satisfactory period of service not less than 05 years in a related field in a Managerial level (MM 1- 1) with the salary scale of grade 1 of the Coconut Development Authority.

Age Limit :

Candidates should not be less than 35 years of age and not more than 50 years as at closing date of applications. The upper age limit would not be applicable to Applicants already in the services of Government Dept./Provincial Government/State Corporations/Statutory Boards and Permanent Service in the Coconut Development Authority.

Method of Selection : By a Structured Interview

Benefits:

1. Gratuity under the Act. No. 12 of 1983.
2. Covered under a staff Medical Insurance Scheme and Personal Accident Insurance Scheme/Workmen compensation Insurance scheme
3. Employees' Provident Fund (EPF), Employee-10%, Employer 15% and Employees' Trust Fund (ETF) 3% Contribution by Employer.
4. Other fringe benefits applicable to Employees of the Authority.
5. Transport facilities and relevant monthly Fuel allowance or monthly transport allowance Rs.50000/- and relevant Fuel allowance applicable to the post.
(As per the Public Enterprises Circulars Nos. 1/2015 and 1/2015 (1))

Other :

For the above posts

1. Should be a citizen of Sri Lanka
2. Must possess the physical and mental fitness required to serve in any part of the country.
3. Must possess the physical and mental fitness required to satisfactorily perform the duties assigned to the post.
4. Must be of excellent character.

The application personally by the candidates inclusive of the details of the applicant's present employment, salary particulars, previous positions held with duration and names and addresses of two non-related referees, and all the other particulars of the applicants together with copies of Birth Certificate , Educational , Professional & service certificates thereof, should be **forwarded under registered cover to reach on or before 08.01.2026**. On the top left coner of the envelop containing the application, should be marked “ **Application for the post of Director (Administration)**” .

Applications from employees in Government Departments / Provincial Government Service / State Corporations / Statutory Boards should forward their applications through the respective Head of Institutions and applicants who are already in permanent service in the Coconut Development Authority should forward **their applications through the respective Divisional Heads of the Authority**.

Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through heads of Departments/Institution **will be rejected**.

This advertisement may be downloaded from CDA web site - **www.cda.gov.lk**

Chairman
Coconut Development Authority
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Colombo 05.