



CONSUMER AFFAIRS AUTHORITY

VACANCIES

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

01. Post of Director (Administration & Human Resources) - HM 1-1 (01 Post) (Head Office)

Job Description: Compliance with the provisions of the Act and other Government Directives relating to staff and labor, Development of a Human Resources policy for the Authority as approved by the Director General and Board of the Authority, Responsible for manpower planning for the Authority in consultation with Director General to ensure the adequacy and quality of staff, Design and make recommendations to Director General and the Authority regarding compensation, welfare- and benefit packages to attract and maintain quality staff, Responsible for overall coordination of matters relating to recruitment of staff in compliance with the HR policy of the Authority and government directives with regard to employees, Undertake training need analysis and Career planning program for employees, Recommend training programs and activities for development of managerial and professional potential among staff and raising and maintaining staff productivity, Formulate a staff welfare scheme inclusive of insurance, loan facilities, and gratuity and death donations fund, Ensure the staff welfare packages are implemented, Draft and implement the Procurement Plan for the Authority, Develop performance evaluation systems in order to reward employees based on productivity, Ensure compliance with labor laws in all matters relating to human resources, Administration of salaries, statutory payments and other staff remuneration, Maintenance of personnel and training records, Documentation and monitoring of staff leave, Resolve any employee grievances and maintain favorable environment for communication of employee grievances, Responsible for initiating disciplinary procedures for employees when required, Liaise with foreign donor agencies with regard to funding of foreign and local training programs for employees, Liaise with Department of External Resources to obtain relevant overseas scholarship for staff training, Liaise with Department of Management Services and Salaries and Cadre Commission with regard to relevant staff matters.

Qualifications:

External: A Bachelor's Degree in Human Resources Management, Personnel Management, Business Administration and Public Administration from a University recognized by the University Grants Commission and a Post Graduate Degree qualification (Master's) in the relevant field with 15 years post qualifying experience in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment.

Internal: Minimum of Five (05) years satisfactory service in a post in the Manager category (MM 1-1) Grade I, in the subject area relevant to the post.

02. Post of Director (Finance) - HM 1-1 (01 Post) (Head Office)

Job Description: Ensure that the financial powers and authorities delegated by the Board of the Authority are effectively functioning at all times, Management and Financial accounting functions including the maintenance of accounts, budgeting, revenue collection, statutory reporting as well as preparation and submission of monthly statutory reports and final accounts, Ensure that adequate financial and administrative internal control procedures and systems are in place, Ensure that an efficient Financial Management Information System is in place, Keep Director General enlighten of financial performance on all financial matters relating to the Authority, Prepare short and long range capital requirements and obligations, Preparation of budgets, monitor and implement budgetary controls, execute cash disbursements to corporate expenditures in accordance with disbursement policies, dealing with banks, auditors and other financial institutions when required, develop an adequate plan for monitoring and controlling operations of the designated regional offices, liaise with the Treasury and the Auditor General, Preparation of Annual Budget forecast & Annual Budget, Contribute in the preparation of Corporate Plan and Action Plan of the Authority.

Qualifications:

External: Honors Degree in Accountancy, Commerce, Financial Management from a University recognized by the University Grants Commission and a Post Graduate Degree qualification (Master's) in the relevant field.

Or

Associate member of ICASL, ACCA, CIMA or CMA by recognized professional body

With

15 years post qualifying experience in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment.

Internal: Minimum of Five (05) years satisfactory service in a post in the Manager category (MM 1-1) Grade I, in the subject area in the relevant field.

03. Post of Secretary to the Consumer Affairs Council - HM 1-1 (01 Post) (Head Office)

Job Description: Overall administration of the day to day activities of the Consumer Affairs Council as prescribed by the Consumer Affairs Authority Act, Maintaining records and minutes of all Council proceedings, Preparation and dispatch of notifications and rulings made by the Council in respect of all matters referred to the Council for investigation, Prepare and receive all evidence required by the Council for the purpose of its investigations and inquiries, Liaise with the Consumer Affairs Authority and other relevant institutions for the purpose of its investigations and inquiries.

Qualifications:

External: An Attorney at Law and a Post Graduate Degree qualification (Master's) with 15 years post qualifying experience, as a Company Secretary or as a Secretary of a statutory council or a regulatory body in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment after giving oaths.

Internal: Minimum of Five (05) years satisfactory service in a post in the Manager category (MM 1-1) Grade I in the subject area in the Consumer Affairs Authority.

Salary & Allowances:

Salary Scale: HM 1-1 2025: Rs. (140,640 - 4,100 x 15 - 202,140) (with effect from 2027.01.01) Salary: 123,019/- (Basic paid salary as at 01.01.2026 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.

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: Not less than 35 years and not more than 55 years. Upper age limit is not applicable for internal candidates.

04. Post of Internal Auditor - MM 1-1 (01 Post) (Head Office)

Job Description: Plan and implement the internal audit program, Supervision of the Administrative and Financial procedures and systems and identify areas to improve efficiency and transparency, Convene the Audit Committee meetings and submit proposals for the improvement of current procedures and systems, Coordinate with Committee On Public Enterprises (COPE), Submission of the periodical and ad-hoc reports to the Chairman, any other duties assigned by the Chairman/Board of the Authority.

Qualifications:

External: (1 or 2 below)

1. A Bachelor's Degree in Finance, Accountancy, Financial Management, Business Administration, Business Management, Commerce or any other degree subject area relevant to the post which is recognized by the University Grants Commission

AND

A Minimum of one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree in Business or Commercial environments, Corporation, Board or a reputed Mercantile Establishment.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post and a minimum one-year post qualifying experience in the relevant field to the post.

Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates as above.

2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager category (JM 1-1), of the Consumer Affairs Authority in the subject area relevant to the post.

Added Qualifications:

For all posts should be computer literate and proficient in the English language.

Salary & Allowances

Salary Scale : MM 1-1 2025: Rs. (91,690 - 2,480 x 10 - 3,450 x 15 - 168,240) (with effect from 2027.01.01)

Salary : 81,710/- (Basic paid salary as at 01.01.2026 as per DMS Circular No. 01/2025).

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: Should be not less than 22 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.

Confirmation: An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

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.

Other:

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 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 their applications 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.

www.caa.gov.lk

Tel. 0117755455/456