

MINISTRY OF PLANTATION & COMMUNITY INFRASTRUCTURE



SRI LANKA TEA BOARD VACANCY

Sri Lanka Tea Board, the Apex Body of the Tea industry in Sri Lanka is looking for dynamic and result oriented individuals with pleasing personality to be recruited for the post of Director(Administration & Human Resources).

The Post of Director – Administration & Human Resources –HM (1-1)

Job Description

In-charge of the Administration function of the Board (Transport, Security, Library & Maintenance activities), Formulation, implementation, Monitoring and Evaluation all Human Resources Management & Development activities of the Board. , Monitoring and Evaluation of physical and financial targets set at the beginning of every year and providing such information to performance appraisers subject to the control and direction of the Director General and Chairman of the Board.

Qualification & Experience

External Candidates:

- a). Bachelor's Degree obtained in Management/Public Administration / Business Administration/Human Resources Management /LLB from a University recognized by the University Grant Commission of Sri Lanka **AND** Postgraduate Degree (Masters) in Management /Public Administration/Business Administration
AND

A minimum of Fifteen (15) years of Managerial Level experience after obtaining the first degree, with a proven track record in a recognize organization in the field of Administration & HR.

Internal Candidates:

- a). Having obtained the qualification & experience required by the External Candidates above
b) A minimum of Five (5) years satisfactory service in the Middle Managerial category Grade I in the service of the Sri Lanka Tea Board in relevant field.

Salary Scale HM 1-1- Rs140,640 – 15 x Rs4,100 – Rs. 202,140

As per DMS 01/2025, schedule II the applicable salary step of Rs. 123,019/= p.m.

Age : should be not less than 35 years and not more than 50 years. The upper age limit will not apply to the internal candidates.

Selection for the Post of Director (Administration & HR): By Structured Interview

BENEFITS

- Provident Fund: the selected candidates will be required to contribute 10% of his/her salary to the Employees' Provident Fund. The Board will contribute 15%.
- The Board will contribute a further 3% of the Employee's salary to the Employees' Trust Fund.

GENERAL CONDITIONS

- Every applicant should be a Sri Lankan citizen.
- Every applicant should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Every applicant should have an excellent character.
- The selected external candidates will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidates who are already confirmed will be subjected to a trial period of one year.
- Persons recruited externally will be placed on the initial salary step of the applicable salary scale and internally appointed persons will be placed in salary scale in terms of the provisions of the clause 4 of the chapter VII of the Establishment Code.

APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website <http://www.srilankateaboard.lk> and sent together with a copy of Birth certificate, copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address on or before **12th June 2026**.

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions. Non conformity with this requirement may cause the rejection of such applications.

Secretary
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2nd Stage
11th Floor "Sethsiripaya"
Battaramulla