



# Consumer Affairs Authority



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

## VACANCIES

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

### 01. Post of Senior Costing Officer – JM 1-1 (01 post)- Head Office

**Job Description:** Examining of cost structures and costing of products, Supervise the regulation of prices of specified goods and services, Supervise the maintenance of the data bases, Report on the international market price variations of commodities, assist in the conducting of Efficiency Studies, any other duties assign by the Director.

**Qualifications:**

**External:**

1. A Bachelor's Degree in Financial Management, Accountancy & Finance Business Administration, Business Management, Commerce, or any other degree subject area relevant to the post which is recognized by the University Grants Commission.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

**Internal (1 or 2 or 3 below)**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in the relevant field in a post in the Enforcement/Operational/ Extension category (MA 5-2) Grade, in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant - Non Technological' (MA1-2) Grade II, in the subject area relevant to the post.

### 02. Post of Senior Administration & Human Resource Officer – JM 1-1 (01 post) - Head Office

**Job Description:** Assist in the maintenance of personal files of employees, Supervising the maintenance and updating of HR management systems, Identification of training requirements of employees and implementation of training programs/plans, Co-ordinate the implementation of employee benefit schemes and health and safety measures, Supervise the preparation of salary information, retirement benefits, attendance/leave records and utility bills, Assist in the procurement of goods and services, Assist in the administration of official transportation, Co-ordinate the implementation of agreements of service providers, Any other duties assigned by the Director.

**External :** A Bachelor's Degree in Human Resources Management, Business Administration, Business Management, Public Administration, Public Management, or any other degree subject area relevant to the post which is recognized by the University Grants Commission.

**Internal (1 or 2 or 3 below):**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in the relevant field in a post in the Enforcement/Operational/ Extension category (MA 5-2), in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non Technological' (MA1-2) Grade II, in the subject area relevant to the post.

### **03. Post of Senior Accounts Officer – JM 1-1 (01 post) - Head Office**

**Job Description:** Assist in preparation of monthly and other periodical financial reports, assist in preparation of Annual Budget, Monitor and controlling budget, Supervise the disbursements, Verification of receipts and payments, Supervise the cash and petty cash float, Supervise the assets movement registers, checking of salary schedules and other statutory payments, Supervise the cash book, any other duties assigned by the Director.

**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
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

**Internal : (1 or 2 or 3 below)**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in the relevant field in a post in the Enforcement/Operational/ Extension category (MA 5-2), in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non Technological' (MA1-2) Grade II, in the subject area relevant to the post.

### **04. Post of Senior Market Research Analyst – JM 1-1 (01 post) - Head Office**

**Job Description:** Conducting surveys, interview and focus group, analyzing data using statistical software, Presenting and finding in reports and presentations to management, monitoring market trends and presentations to management, recommending identified problems in the market structure, Executing the research plan, assist in preparing research reports, assist in awareness and advocacy programs, Handling trade complaints and investigations, any other duties assigned by the Director.

**External :**

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

**Internal (1 or 2 or 3 below)**

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

2. Completion of minimum five (05) years satisfactory service in the relevant field in a post in the Enforcement/Operational/ Extension category (MA 5-2), in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non Technological' (MA1-2) Grade II, in the subject area relevant to the post.

## **05. Post of Senior Statistical Officer – JM 1-1 (01 post) - Head Office**

**Job Description:** Gathering data from various sources, validating its accuracy and maintaining databases, apply statistical reports, summaries and presentation for different audience both internal and external, explaining statistical findings in clear and concise manner, ensuring data accuracy and consistency through data clear, Plan and conduct statistical analysis of findings and submission of reports, prepare presentations and projections on statistical findings, any other duties assigned by the Director.

### **External :**

1. A Bachelor's Degree in Statics, Economics, Mathematics or any other degree subject area relevant to the post which is recognized by the University Grants Commission.

### **Internal (1 or 2 or 3 below)**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in the relevant field in a post in the Enforcement/Operational/ Extension category (MA 5-2), in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non Technological' (MA1-2) Grade II, in the subject area relevant to the post.

### **Salary & Allowances**

**Salary Scale:** JM 1-1 2025: Rs. (72,650 – 1360 x 10 – 2040 x 18 – 122,970)  
(with effect from 2027.01.01)

**Salary :** 65,633/- (Basic paid salary as at 01.01.2026 as per DMS Circular No. 01/2025)

**Other Allowance:** In addition to the salary, cost of living allowances 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.

## **06. Post of Administration Officer (MA 5-2) – (04 post) - Head Office**

**Job Description:** Assist in procurement of goods and services, Assist in recruitment of employee, 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 Grant 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. 56,899/- (Basic paid salary as at 01.01.2026 -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.

**07. Post of Accounts Officer (MA 5-2) – (04 posts) - Head Office**

**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 Grant 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. 56,899/- (Basic paid salary as at 01.01.2026-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.

**08. Post of Costing Officer (MA 5-2) – (02 posts) - Head Office**

**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 Grant Commission in Accountancy, Commerce or Management  
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. 56,899/- (Basic paid salary as at 01.01.2026-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.

## **09. Post of Documentation Officer (MA 5-2) – (04 posts) - Head Office**

**Job Description:** Supervision of the preparation of documents/minutes/report, Co-ordinate with other division and related institution to collect/share necessary information, Submission of required reports, Maintenance of proper documentation system, Co-ordination of the preparation of articles and publication, 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 Grant Commission in Mass Communication, Journalism or Information Technology/Information System.

**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. 56,899/- (Basic paid salary as at 01.01.2026-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.

## **10. Post of Management Assistant (MA 1-2) – (06 posts) - Head Office**

**Job Description:** Operating the communication network of the Authority efficiently, Maintaining good public relation with visitors and other relevant parties, Directing visitors to relevant division/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, Assists 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 Advises, 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 hard ware & Software, Maintenance of Network of the Consumer Affairs Authority, Controlling of the Main Server for Information Systems, Assist in Updating and 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:** (a) Having passed the G.C.E.(O/L) examination in six subjects with credit passes for four subjects including
- i. Sinhala/Tamil
  - ii. English language
  - iii. Mathematics
- (b) 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

- i. Sinhala/Tamil
- ii. English language
- iii. 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 state 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. 43,312/- (Basic paid salary as at 01.01.2026-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.

### ***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 required to first fill out and submit the online application (<https://forms.gle/4Zaj8Kzo5Z1CVMKx9>) which available on the Consumer Affairs Authority official website ([www.caa.gov.lk](http://www.caa.gov.lk)). After successful online submission, a printed copy of the completed online application along with copies of the relevant certificates in proof of qualifications should be forwarded under registered cover / courier to the address given below within 14 days of this advertisement. 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 applications, and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be clearly stated on the top left-hand corner of the envelop. 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

**2026.05.20**