



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 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 Grant Commission and a Post Graduate Degree qualification (Masters) 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 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 Grant Commission and a Post Graduate Degree qualification (Masters) 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 Grade I, in the subject area in the relevant field.

Salary Scale: HM 1-1: 2025 Rs. (140,640 - 15 x 4,100 – 202,140) (With effect from 2027.01.01)

Salary: Rs. 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 of in terms of PED circular No 01/2015.

Professional Allowance:

A professional allowance will be paid in terms of MSD 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: Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

03. Confidential Secretary (Grade II) JM 1-1 - (01 post)–Head Office

Job Description:

Attending to secretarial work, maintaining confidentiality of all documents, Handling the mail, Any other duties assigned by the Director General.

External (1 or 2 below)

1. A Bachelors Degree in Business Administration, Business Management, Public Administration, Human Resources Management, Communication Studies, Arts (Sociology, Mass Media, English, ICT) or any other degree subject area relevant to the post which is recognized by the University Grants Commission.
2. Diploma/Advanced Diploma issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission of which the subject area is relevant to the post with at least five (05) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

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 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 additional to the salary, cost of living allowances and other applicable allowances will also be paid in teams 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.

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.

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.

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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, which available on the Consumer Affairs Authority official website (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



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 Assistant/ Deputy Director (Corporate Communication) - Contract Basis (MM 1-1) – (01 post) – Head Office

Job Description:

Head of the Corporate Communication unit of the CAA, Maintenance of Data and Information on public awareness, publication and communication of CAA, Liaise with media personnel and media institutions, Responsible for issuing news and information for media, Submission of media reports, Co -ordinate with internal divisions to collect information on public awareness and other activities, Liaise with local and international consumer related organization and update records, Development of communication with internal and external parties, Any other duties assigned by the Director General.

Qualifications:

External: A Bachelor's Degree from a University recognized by the University Grant Commission in Mass Communication or Journalism

with

A minimum of 03 years post qualifying experience in relevant field in a Corporation, Board or a reputed mercantile establishment

Salary

Salary code of the employee category:

Monthly allowance equal to the initial step of MM 1-1 salary scale and the other relevant allowances entitle to the said scale as per the Management Services Circular No. 01/2025, However, employee should entitle to one increment relate to the MM 1-1 salary scale considering his/her performance, if the period of contract extended.

Salary: Rs. 81,710/-

Salary should be paid as per the instruction mentioned in the annex II of the Management Services Circular No. 01/2025. The renewal of the contract can be considered annually.

Age: Age should be not less than 30 years and not more than 45 years.

02. Post of Media Officer – Contract Basis (MA 5-2) – (01 post) – Head Office

Job Description:

Writing report on public awareness, Co – Ordination with the print & electronic media personnel for publications of reports, issuing news and information for media, Collection of data and information on public awareness and other activities, Communication with internal and external parties, Maintenance of data bank and recording the publication on CAA, Directing the cameraman for recording the events, any other duties assigned by the Assistant Director (Corporate Communication)

Qualifications:

External: A Bachelor's Degree from a University recognized by the University Grant Commission in Mass Communication or Journalism with a post graduate diploma in the relevant field.

Salary***Salary code of the employee category:***

Monthly allowance equal to the initial step of MA 5-2 salary scale and the other relevant allowances entitle to the said scale as per the Management Services Circular No. 01/2025, However, employee should entitle to one increment relate to the MA 5-2 salary scale considering his/her performance, if the period of contract extended.

Salary: Rs. 56,899/-

Salary should be paid as per the instruction mentioned in the annex II of the Management Services Circular No. 01/2025. The renewal of the contract can be considered annually.

Age: Age should be not less than 22 years and not more than 45 years.

General Conditions.

Nature of Appointment: Contract Basis

Appointment to this post is subject to one year contract period and this does not entitle to receive a permanent appointment.

This appointment does not carry with it any claim whatsoever to any permanent employment in the Consumer Affairs Authority

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, which available on the Consumer Affairs Authority official website (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;

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