

As the largest state owned retail business in Sri Lanka, we are committed to delivering quality products at affordable prices, making everyday living better for communities across the island. We proudly support SMEs by providing a trusted and hassle-free platform to grow their businesses, while building strong and direct connections between farmers and traders with minimal barriers. Guided by integrity, transparency, and respect, we foster a dynamic and supportive culture that empowers our employees and all stakeholders to grow and succeed together.

We are seeking talented individuals to join the Lanka Sathosa Ltd. family in the aforementioned position and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

1. MANAGER – HR (DISCIPLINARY MANAGEMENT & INDUSTRIAL RELATIONS)

Job Role

- Attend to all disciplinary and IR matters, including, disciplinary actions, domestic inquiries, and employee misconduct, in compliance with labour laws and Company policies.
- Conduct investigations and disciplinary proceedings relating to stock shortages, financial losses, negligence, and employee accountability, including recovery actions where applicable.
- Represent the Company before Labour Authorities, Courts, and other statutory bodies in matters relating to Industrial Relations and employment disputes.
- Ensure compliance with labour legislation and Company policies by preparing and reviewing HR and legal documents, maintaining positive employee relations, and supporting policy implementation.

Qualifications

For External Candidates: (1 or 2 below):

- Bachelor's Degree in Human Resource Management / Public Administration / Public Management or Business Administration, which is recognized by the U.G.C. **And** 01 year post qualifying Service Experience in the subject area relevant to the post.
- Having completed a professional qualification in Human Resource Management at any recognized Professional Chartered Institute (Intermediate Level) **And** 01 year of post-qualifying service experience in the subject area relevant to the post

For Internal Candidates: (I or II below):

- Having obtained the qualifications required by the external candidates above.
 - Completion of five (05) years of satisfactory service in Assistant Managerial Level (JM) in the Subject Area relevant to the post.
- Having experience in disciplinary management will be an added advantage.

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

Salary Code & Scale : (Salary Code MM 1-1 2025 and Salary Scale Rs.(91,690/= - 10 x Rs.2,480/= - 15 x Rs.3,450/= - Rs.168,240/=)

Salary & Other Allowance 2026 : Basic Salary: Basic Salary: 81,710.00, Cost of Living: 17,800.00, Professional Allowance: 25,000.00, Transport Allowance: 25,000.00, Communication Allowance: 1,500.00.

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

2. MANAGER – PROCUREMENT

Job Role

- Develop and implement effective procurement strategies to ensure timely and cost-efficient sourcing of goods and services.
- Manage supplier selection, evaluation, and contract negotiations to secure the best value and quality standards.
- Oversee end-to-end procurement activities ensuring compliance with company policies, government regulations, and audit requirements.
- Coordinate with internal departments to assess requirements and maintain optimal inventory levels across the supply chain.
- Monitor procurement performance, control costs, and identify opportunities for process improvement and savings.

Qualifications

For External Candidates: (1 or 2 below) :

- Bachelor's Degree in Marketing / Business Management / Commerce/ Supplies & Material Management / Purchasing & Material Management/ International Trade / Business Administration/ Logistics Management which is recognized by the U.G.C. **And** 01 year post-qualifying service experience in the subject area relevant to the post.
- Having completed a professional qualification in Human Resource Management at any recognized Professional Chartered Institute (Intermediate Level) **And** 01 year of post-qualifying service experience in the subject area relevant to the post.

For Internal Candidates (I or II below):

- Having obtained the qualifications required by the external candidates above.
- Completion of five (05) years of satisfactory service in Assistant Managerial Level (JM) in the Subject Area relevant to the post

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

Salary Code & Scale: (Salary Code MM 1-1 2025 and Salary Scale Rs. 91,690/= - 10 x Rs.2,480/= - 15 x Rs.3,450/= - Rs.168,240/=)

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Nature of Appointment : Permanent basis with entitlement to EPF and ETF.

3. MANAGER - IT

Job Role

- Lead and manage overall IT operations to ensure smooth, secure, and uninterrupted business functions.
- Oversee IT infrastructure, including networks, systems, databases, and cybersecurity to maintain performance and Data protection.
- Manage ERP systems, retail applications, and other critical business software to support operational efficiency.
- Plan and implement digital transformation initiatives and continuous technology improvements.
- Coordinate IT support services, vendor management, procurement, and IT budget planning.
- Develop and enforce IT policies, procedures, and compliance standards across the organization.
- Lead, mentor, and develop the IT team to ensure high performance and service excellence.

Qualifications

For External Candidates: (1 or 2 below) :

- Bachelor's Degree in IT / Computer Science / MIS which is recognized by the U.G.C. **And** 01 year Post qualifying service experience in the subject area relevant to the post.
- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission **And** 01 year post qualifying experience in the subject area relevant to the post.

For Internal Candidates (I or II below):

- Having obtained the qualifications required by the external candidates above.
- Completion of five (05) years of satisfactory service in Assistant Managerial Level (JM) in the Subject Area relevant to the post.

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

Salary Code & Scale: (Salary Code MM 1-1 2025 and Salary Scale Rs. 91,690/= - 10 x Rs.2,480/= - 15 x Rs.3,450/= - Rs.168,240/=)

Salary & Other Allowance 2026 : Basic Salary: Basic Salary: 81,710.00, Cost of Living: 17,800.00, Professional Allowance: 25,000.00, Transport Allowance: 25,000.00, Communication Allowance: 1,500.00.

Nature of Appointment : Permanent basis with entitlement to EPF and ETF.

4. ASSISTANT MANAGER - IT

Job Role

- Oversee daily IT operations to ensure smooth system performance, stability, and minimal downtime across the organization.
- Manage IT infrastructure, including networks, servers, databases, ERP systems, and business applications, with a focus on security and efficiency.
- Support and implement IT projects, system upgrades, and digital transformation initiatives in line with business needs.
- Coordinate IT support services, vendor management, procurement activities, and assist in IT budget monitoring.
- Enforce IT policies and compliance standards while supervising and guiding IT support staff to ensure effective service delivery.

Qualifications

For External Candidates: (1 or 2 or 3 or 4 below) :

- Bachelor's Degree in IT / Computer Science / MIS which is recognized by the U.G.C.
- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission **And** 5 years of working experience in a relevant field at a corporation, Statutory Board / Institution or a reputed private Institution.
- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a technical / vocational training institute accepted by the Tertiary and Vocational Education Commission **And** 10 years of working experience in a relevant field at a corporation, Statutory Board / Institution or a reputed private Institution

For Internal Candidates (I or II or III below):

- Having obtained the qualifications required by the external candidates above.
- Completion of 5 years of satisfactory service in a post of MA-4 / MA-3 Category in the subject area relevant to the post.
- Completion of five (05) years of satisfactory service in a post of MA 1-2 Grade II Category in the subject area relevant to the post

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

Salary Code & Scale : Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/=)

Salary & Other Allowances 2026 : Basic Salary: 65,633.00, Cost of Living: 17,800.00, Travelling Allowance: 10,000.00, Communication Allowance: 1,125.00.

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

5. ASSISTANT MANAGER - INTERNAL AUDIT

Job Role

- Conduct regular and surprise audits of outlets and warehouses to ensure compliance with internal controls, company policies, and regulatory requirements.
- Review financial records, transactions, cash handling, and stock management to ensure accuracy, integrity, and detection of irregularities or fraud.
- Assist in the development and execution of structured audit plans to ensure a systematic and risk-based audit approach.
- Prepare and present clear audit reports with findings, conclusions, and actionable recommendations to management.
- Ensure proper documentation of audit work, evidence, and findings in compliance with internal audit standards and procedures.

Qualifications

For External Candidates: (1 or 2 below) :

- Bachelor's Degree in Finance Management / Accountancy / Business Administration or Commerce which is recognized by the U.G.C.
- Having completed an intermediate certificate of a recognised professional Chartered Institute which of the subject area is relevant to the post

For Internal Candidates (I or II or III below):

- Having obtained the qualifications required by the external candidates above.
- Completion of 5 years satisfactory service in a post of MA-4 / MA - 3 Category in the subject area relevant to the post.
- Completion of five (05) years satisfactory service in a post of MA 1-2 Grade II Category in the subject area relevant to the post.

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

Salary Code & Scale : (Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/=)

Salary & Other Allowances 2026 : Basic Salary: 65,633.00, Cost of Living: 17,800.00, Travelling Allowance: 10,000.00, Communication Allowance: 1,125.00.

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

6. ASSISTANT MANAGER – HR (INVESTIGATIONS AND RECOVERY)

Job Role

- Conduct and coordinate investigations into stock shortages, losses, fraud, misconduct, and other employee-related irregularities, ensuring timely and impartial resolution.
- Manage the stock shortage recovery process, including determining employee liability, coordinating recoveries, and maintaining accurate documentation in line with company policies.
- Assist in disciplinary and domestic inquiry procedures by gathering evidence, preparing investigation reports, and ensuring compliance with labour laws and organizational policies.
- Liaise with internal departments, outlets, warehouses, and relevant stakeholders to obtain information, facilitate investigations, and support the resolution of cases.
- Maintain investigation records, analyze trends, and recommend preventive measures to strengthen internal controls and minimize stock losses and operational risks.

Qualifications

For External Candidates: (1 or 2 below) :

- Bachelor's Degree in Human Resource Management / Public Administration / Business Administration / Management or Public Management which is recognized by the U.G.C.
- Having Completed the Professional Qualification in Human Resource Management at any recognized Professional Chartered Institute (Intermediate Level)

For Internal Candidates (I or II or III below):

- Having obtained the qualifications required by the external candidates above.
 - Completion of 5 years satisfactory service in a post of MA-4 / MA - 3 Category in the subject area relevant to the post.
 - Completion of five (05) years satisfactory service in a post of MA 1-2 Grade II Category in the subject area relevant to the post.
- Having experience in disciplinary management will be an added advantage.

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

Salary Code & Scale : (Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/=)

Salary & Other Allowances 2026 : Basic Salary: 65,633.00, Cost of Living: 17,800.00, Travelling Allowance: 10,000.00, Communication Allowance: 1,125.00.

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

THE IDEAL CANDIDATES SHOULD ALSO :

- Have experience in relevant field (Retail) in the similar capacity.
- Experience in a Government Institution will be a definite advantage.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate sound IT skills.
- A proven ability to lead and direct multi-disciplinary teams.

EVERY APPLICANT:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

Candidates who possess the required qualifications, experience, and competencies are invited to submit their Curriculum Vitae, together with copies of relevant educational and professional certificates, either under registered cover or via email on or before **25th July 2026**. Applications should be addressed to the **Deputy General Manager – Human Resources & Administration, Lanka Sathosa Ltd, No 27, 4th Floor, CWE Secretariat Building, Vauxhall Street, Colombo 02** or forwarded via email to **vacancies@lankasathosa.org** within the stipulated deadline.