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.

1. Post of Director (Legal & Enforcement) (HM 1-1) – (01 Post) Head Office

Job Description:

Represent the Authority before any court of Law, Tribunal or Authority receive notice of litigation on behalf of the Authority and appear and represent the Authority as and when it is deemed necessary, Carryout the compliance & enforcement function of the Authority as prescribed by the Act, where manufactures and traders fail to comply with an order made under the Consumer Affairs Authority Act.to inquire into such cases and institute legal proceedings accordingly as prescribed by the Act, Liaise with the Attorney General's Department, other legal counsel and relevant institutions when required, Responsible for preparation and enforcement of agreements entered into by the Authority with any manufacturer or trader or any association of manufacturers or traders as stipulates in the Act, Maintenance of records pertaining to all directives issued by the Authority and other legal proceedings instituted by the Authority, Monitor the activities of the consumer complaints unit, Preparation of Gazette notification to be issued by the Authority, Coordinate and supervise the legal matters handled by the District office of the Authority, explain and advise the staff on the function of the Act and interpret guidelines set out therein by way of directives and/ or regulations, Provide support services to all other Divisions of the Authority, Provide support services to the Consumer Affairs Council, Keep abreast of legal development in the international arena dealing with consumer protection and anti-competitive practices, Render assistance to the Director General and member of the Authority on

i Clarification sought with regard to any matter involving litigation
ii Interpretations
iii To formulate opinion in adopting a policy decision as a regulator
iv Any other endurance involving staff, labor, welfare compensation or discipline and
v Any other and further issues which directly involve the Authority on its functions and or interests.

Qualifications:

External: An Attorney at Law and a Post Graduate Degree qualification (Masters) with 15 years post qualifying experience, in Managerial Level in a Corporation, Board or Mercantile Establishment after giving oaths.

Internal: Minimum of Five (05) years satisfactory service in a post manager category Grade I in the subject area relevant to the post.

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 in teams of PED circular No 01/2015, 01/2015 (I) & (II).

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: 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.

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2. Post of Assistant Director (Legal & Enforcement) – MM 1-1 (01 posts)

Job Description:

Handling of consumer complaints and coordinate same at district level, Conduct inquiries in terms of the provisions of the Act, drafting plaints, charge sheets in respect of actions instituted in courts in terms of the provisions of the Act, Appearance on behalf of the Authority including the conducting of trials independently, Assist the Competition Promotion Division in conducting inquiries into complaints on anti-competitive practices, Liaise with other regulatory bodies as and when required, Drafting, execution and/ or enforcement of agreements entered into by the Authority in terms of the provisions of the Act, Preparation of necessary documents in respect of court cases instituted against the Authority, Liaise with district offices of the Authority /respective District Secretaries on legal matters, Planning and conducting of awareness programs, Any other duties assigned by the Director.

Qualifications:

External: Should have taken oaths as an Attorney-at-Law at the Supreme Court of Sri Lanka.

AND

A Minimum of three (03) 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.

Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates as above.
2. Completion of minimum five (05) years of satisfactory service in the post in the Junior Manager category (JM 1-1) of the Consumer Affairs Authority.

03 Post of Assistant Director (Finance) MM 1-1 – (01 post)

Job Description:

Preparation of Final Accounts and periodical financial reports, Preparation of Annual Budget and assist in budgetary control, Preparation of monthly and other periodical financial reports, Monitor the implementation of proper internal control systems, Maintenance, updating the reports of revenue generating programs (fine and other sources) Supervision of payments for procurement of goods and services, Monitoring of application for Government Grant, Supervision of maintenance of all books of accounts and writing up the journal, Supervision of the financial administration of Regional Offices, Supervision of salary and other payments, Supervision and monitoring of the computer based accounting systems, Certification of payments, Any other duties assigned by the Director.

External:

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.

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2. Having passed the Intermediate Examination of a recognized professional Charted 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.

Salary Scale: MM 1-1 2025: Rs. (91,690 – 2480 x 10 – 3450 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 Allowance: In addition 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.

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 who is 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 persons recruited internally who have already been confirmed in a post will be subjected to an acting period of one year.

Recruitment Procedure: Recruitment will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a written competitive examination and/ or a structured interview conducted by a panel appointed by the appointing authority as determined by the Board of Directors.

Other

Should be a citizen of Sri Lanka.

Should be ready to serve in any part of the Island.

Should be physically and mentally fit to discharge the duties of the post well.

Should be an excellent moral character.

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VACANCIES – Contract Basis

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 publi 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 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.

***Other Allowance*:** In addition to the salary, cost of living allowances and other applicable allowances will also be paid in teams of relevant Government Circulars.

Age: Age should be not less than 30 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.

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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.

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