



## SRI LANKA TEA BOARD VACANCIES

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 following posts.

### The Post of Internal Auditor Grade II - MM (1-1)

**Job Description:**

Ensure of the existing processes to generate accurate records of the Board pertaining to assets, liabilities, receipts, expenditures and related transactions and implementation of the annual Internal Audit Plan that focuses on the key risk areas of the Board.

**Qualification & Experience**

**External Candidates:**

a). A Degree from a University recognized by University Grants Commission of Sri Lanka preferably in Accountancy or Commerce

**AND**

At least Three (03) years post qualifying experience in public or reputed private sector organization.

**OR**

b). Licentiate/ Intermediate Examination of the Institute of Chartered Accountants or Stage I & II of the Chartered Institute of Management Accountants

**AND**

At least Three (03) years post qualifying experience in public or reputed private sector organization.

**Internal Candidates :**

a). A minimum of Five (05) years satisfactory service in the Junior Manager category Grade I in the service of the Sri Lanka Tea Board.

Note : Computer literacy and English Knowledge are essential

**Age:** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

**Salary Scale for the Post of Internal Auditor**

**Salary Scale** MM 1-1 -02/2006: Rs. 53,175- Rs.1375x10- Rs. 1910x15- Rs. 95,575

The applicable initial salary step of Rs. 53,175/= p.m. as per the Department of Management Services Circular No 02/2016. In addition to the above, government approved allowances will also be paid. Initial take home salary per month would be Rs. 57,000/=.

**Selection for the Post of Post of Internal Auditor :** By a Structured Interview.

### The Post of Assistant Tea Commissioner Grade II - MM (1-1)

**Job Description**

Assistant Tea Commissioners are responsible for implementation of the provisions of Tea Control Act No. 51 of 1957 and 16 of 1959, relevant functions assigned under the Sri Lanka Tea Board Law No. 14 of 1975 and regulations framed under Section 25 of the Sri Lanka Tea Board Law No. 14 of 1975 subject to the control, direction and supervision of the Tea Commissioner.

**Qualification & Experience**

**External Candidates**

a). A Degree obtained from a University recognized by the University Grants Commission of Sri Lanka preferably in Agriculture or Science or Commerce or Economics or Public/Business Administration

**AND**

At least Three (03) years post qualifying experience in a public sector / reputed private sector organization.

**Internal Candidates**

a). A minimum of Five (05) years satisfactory service in the Junior Manager category Grade I in the services of the Sri Lanka Tea Board.

**OR**

b). Tea Inspector/Instructors Grade I with a minimum of Ten (10) years satisfactory services of Sri Lanka Tea Board who passed the limited qualifying examination to apply for the Post of Assistant Tea Commissioner

**Note:** Computer literacy and English knowledge are essential

**Salary Scale for the Post of Assistant Tea Commissioner**

**Salary Scale** MM 1-1 -02/2006: Rs. 53,175- Rs.1375x10- Rs. 1910x15- Rs. 95,575

The applicable initial salary step of Rs. 53,175/= p.m. as per the Department of Management Services Circular No 02/2016. In addition to the above, government approved allowances will also be paid. Initial take home salary per month would be Rs. 57,000/=.

**Age:** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

**Selection:** By a Structured Interview.

**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 an 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.

**BENEFITS**

- Medical benefits according to the prevailing rules of the Board.
- 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.

**APPLICATIONS**

Applications should be made on prescribed forms obtainable from this office 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 **17<sup>th</sup> June 2020**.

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.

**DIRECTOR GENERAL  
SRI LANKA TEA BOARD  
574, GALLE ROAD, COLOMBO 03.**