



MINISTRY OF INTERNAL TRADE,
FOOD SECURITY AND CONSUMER WELFARE



Consumer Affairs Authority

VACANCY

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

Post of Secretary to the Consumer Affairs Council (HM 1-1)

Overall administration of the day-to-day activities of the Consumer Affairs Council as prescribed by the Consumer Affairs Authority Act. Maintaining records and minutes of all Council proceedings. Preparation and dispatch of notifications and rulings made by the Council in respect of all matters referred to the Council for investigation. Prepare and receive all evidence required by the Council for the purpose of its investigations and inquiries. Liaise with the Consumer Affairs Authority and other relevant institutions for the purpose of its investigations and inquiries.

Qualifications:

- External** : An Attorney-at-Law and a Post Graduate Degree qualification (Masters) with 15 years post qualifying experience as a Company Secretary or as a Secretary of a statutory council or a regulatory body in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment after giving oaths.
- Internal** : Minimum of Five (05) years satisfactory service in a post in the manager category (MM 1-1) Grade I in the subject area in the Consumer Affairs Authority.
- Salary Scale** : HM 1-1 2016: Rs. (81,670 - 15 x 2,270 - 115,720)- In terms of DMS Circular No.02/2016
- Age** : Should not less than 35 years and not more than 55 years. Upper age limit is not applicable for internal candidates.
- Transport and Fuel Allowance** : Entitled either to use an official vehicle or to avail a monthly transport allowance of Rs. 50,000 and a fuel allowance of 120 lts.

General Conditions:

Allowances: In addition to the salary, cost of living allowance, professional allowance and any other applicable allowances will also be paid in terms of relevant government circulars.

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 - I.

Confirmation: Candidates appointed will be on probation for a period of three years. He / She will be confirmed in the post if his/her performance and conduct is satisfactory during the period of probation. Candidates selected internally who are already confirmed in a post will be subject to an acting period of one year.

Recruitment Procedure: Structured interview conducted by a panel appointed by the appointing Authority.

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.

Eligible candidates are invited to submit their applications under registered cover to the address given below within 14 days of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached with the application. Applications from employees in the state sector should be forwarded through their 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 stated on the top left-hand corner of the envelop. Please forward your applications to;

Chairman,
Consumer Affairs Authority,
2nd Floor, CWE Secretariat Building,
No. 27, Vauxhall Street,
Colombo 02.