

Ministry of Plantations

NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

Applications are invited from suitably qualified Sri Lankans for the following posts of this Institute.

01. POST OF ASSISTANT DIRECTOR (ADMINISTRATION) - MM 1.1 (Grade II)

Job Description : Responsible for all General Administration of the Institute.

Qualifications : External Applicants

A Degree in Business/Public Administration/Management/Commerce/Economics with a class from a recognized university with at least three (03) years post qualifying experience in a State Corporation/Board/Government Department or reputed Mercantile Establishment in general administration.

Or

A Special Degree in Business/Public Administration/Management/Commerce/ Economics from a recognized university with at least five (05) years post qualifying experience in a State Corporation/Board/Government Department or reputed Mercantile Establishment in general administration.

Internal Applicants

A minimum of five (05) years experience in a post in Junior Manager Category - Grade I in a relevant field.

Salary Scale : MM 1.1 – 2016, Rs. [53,175 - 10 x 1,375 - 15 x 1,910 = 95,575]
(At the starting, salary entitlement is Rs. 53,175/- and other Government approved allowances)

Age Limit : Should not be less than 25 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Selection : Structured interview conducted by a professional interview panel.

General : Applicants should be fluent in English and exposure to commonly used computer applications.

02. POST OF HOSTEL MANAGER - JM 1.1 (Grade II)

Job Description : Maintain all properties of the hostel, Assign and supervise hostel staff duties, Ensure the quality of food and refreshments, Maintain proper cutlery/crockery items and rooms of the hostel, Provide meals, refreshments and accommodation facilities to the participants of both internal and external training programmes/academic courses, Carry out other duties which may be assigned by the management.

Qualifications : External Applicants

A Diploma in Hotel Management from a recognized Institute and five (05) years post qualifying experience in a recognized city/beach Hotel

Or

Hotel School Diploma (Sri Lanka Tourist Board or any other recognized Hotel School) and a credit pass for English language at G.C.E (O/L) examination.

Internal Applicants

Pass three subjects in G.C.E (A/L) examination and completion of minimum five (05) years satisfactory service as a Management Assistant - Non Tech Category (MA 1.1) in Grade I with successful completion of at least 03 months course in Hostel Administration/Management or related course.

Salary Scale : JM 1.1 – 2016, Rs. [42,600 - 10 x 755 - 18 x 1,135 = 70,580]
(At the starting, salary entitlement is Rs. 42,600/- and other Government approved allowances)

Age Limit : Should not be less than 25 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Selection : Written competitive examination and/or a structured interview conducted by the professional interview panel.

General : Applicants should be fluent in English and exposure to commonly used computer applications.

Other benefits (post 1 & 2)

- Institute's contribution to EPF & ETF will be 12% and 3% respectively from basic salary. (Employee's contribution to EPF will be 10% from basic salary)
- Contributory medical insurance scheme for the member and immediate family members.
- Free transport from and to the nearest town (Kottawa/Kaduwela)

How to apply

Please forward your detailed curriculum vitae with names and addresses of two non-related referees together with copies of relevant certificates to the undersigned to reach on or before **04th September 2020** under registered cover. Applications from employees in the public sector should be forwarded through the respective Heads of Institutions. The post applied for should be marked on the top left-hand corner of the envelope. The incompleting, delayed applications will not be considered under any circumstances and any type of canvassing will be a disqualification.



Director/Chief Executive Officer
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