



Consumer Affairs Authority



Ministry of Co-operative Services, Marketing Development and Consumer Protection

VACANCIES

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

01. Post of Assistant Director (Admin & HR) - MM 1-1 - (01 post)

Job Description:

Assist in manpower planning, recruitments and selections of employees, Supervision of all procurement of goods and services, Assist in the implementation of Human Resources policy, Review of performance of non-executive employees, Handling of disciplinary matters of employees of non-executive level, In charge of the personnel files below Assistant Director level, Administration of official transportation, Attending to Publications, Inventory matters and Stores, Supervision and monitoring of attendance leave and establishment matters, To be updated with relevant Government Circulars, Implementation of Staff Transfer schemes, Monitor the implementation of HR management systems, Training needs analysis and development of training plans and Implements, Monitor the implementation of employee benefits, Coordinate in implementation of all agreements of service providers, Any other duties assigned by the Director (Admin & HR).

Qualifications:

External:

A Bachelor's Degree in Human Resources Management, Personnel Management, Business Administration and Public Administration from a University recognized by the University Grants Commission with at least 03 years post qualifying experience in HR Management and Administrations in Corporation, Board or a reputed Mercantile Establishment.

Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I of the Consumer Affairs Authority.

Salary Scale:

MM 1-1 2016: Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575)- In terms of DMS Circular No.02/2016

Age:

Should be not less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Professional Allowance:

A professional allowance will be paid in terms of DMS Circular No. 2/2016

02. Post of Legal & Enforcement Officer (Grade II) JM 1-1 - (03 Posts)

Job Description:

Handling of Consumer Complaints, Provide necessary assistance in conducting inquiries in terms of the Provisions of the Act, Drafting of Plaints, Charge Sheets in respect of actions instituted in Courts in terms of the Provisions of the Act, Filing of Court cases and Appearance on behalf of the Authority including the conducting of trials in courts, Liaise with other Regulatory Bodies when required, Handling of Court cases instituted against the Authority and liaising with the officials of the Attorney General's Department and other Legal Counsel, any other duties assigned by the Director.

Qualifications:

External: A LL.B degree which is recognized by the University Grants Commission of Sri Lanka with Attorney-at-Law.

Internal: Having obtained the qualifications required by the external candidates above.

Salary Scale: JM 1-1 - 2016: Rs. (42,600 – 10 x 755 – 18 x 1,135 – 70,580)
In terms of DMS Circular No.02/2016

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

General Conditions:

Other Allowances:

In addition to the salary, cost of living 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.

Confirmation:

An external 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 subjected to an acting period of one year.

Recruitment Procedure:

Structured interview conducted by a panel appointed by the appointing Authority.

Interview

Marks allocated for the interview as follows:

- Relevant additional Experience - 30 Marks
- Relevant additional qualifications- 30 Marks
- Other achievements - 15 Marks
- Performance at the interview - 25 Marks
- Total - 100 Marks

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 on or before 07.03.2022 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 Institution. 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;

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