



Consumer Affairs Authority

State 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 Documentation Officer (Grade II) MA 5-2 – (03 Posts)

Job Description:

Supervision of the preparation of documents/minutes/reports, Co-ordinate with other divisions and related institutions to collect/share necessary information, Submission of required reports, Maintenance of proper documentation system, Co-ordination of the preparation of articles and publications, Co-ordination with the print & electronic media personnel for publication of reports, Any other duties assigned by the Director.

Qualifications:

External: A Bachelors Degree from a University recognized by the University Grant Commission in Mass Communication, Journalism or Information Technology/Information System.

Additional Qualifications:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale: MA 5-2 2016: Rs. (36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025)
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.

02. Post of Costing Officer (Grade II) MA 5-2 - (03 posts)

Job Description:

Assist in the costing of products, Assist in the regulation of prices of specified goods and services, Monitoring the collection of data and maintenance of databases, Study and report on the international market price variation of commodities, Assist in conducting Efficiency Studies, Any other duties assigned by the Director.

Qualifications:

External: A Bachelors Degree from a University recognized by the University Grant Commission in Accountancy, Commerce or Management.

or

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

Additional Qualifications:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale: MA 5-2 2016: Rs. (36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025)
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.

03.Post of Accounts Officer (Grade II) MA 5-2 - (07 posts)

Job Description:

Maintain the assets movement registers, Verification of receipts and payments, Checking of salary schedules and other statutory payments, Administration of cash book, Assist in the preparation of monthly accounts, Assist in the preparation of monthly cash forecast, Preparation of Cheques, Any other duties assigned by the Director.

Qualifications:

External: A Bachelors Degree from a University recognized by the University Grant Commission in Accountancy, Commerce or Management or HNDA.

or

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

Additional Qualifications:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale: MA 5-2 2016: Rs. (36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025)
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.

04.Post of Administration Officer (Grade II) MA 5-2 - (02 posts)

Job Description:

Assist in procurement of goods and services, Assist in recruitment of employees, Preparation of utility bills, salary information, schedules on retirement benefits, attendance and leave records, Maintenance of records relevant to control of transportation, Maintain cleanliness of premises and attending to health and safety measures, Co-ordination of EPF/ETF, Gratuity payments and other retirement benefits with relevant institutions, Processing of loans, salary and other advances of employees, Assist in implementation of all agreements with service providers, Handling the mail, Maintaining and updating of HR management systems, Assist in identifying the training requirement of employees and implementation of training plans, Monitoring the progress of the training programs attended by the employees, Assist in conducting all internal examinations, Assist in periodical Performance Evaluations of the employees and any other duties assigned by the Director.

Qualifications:

External: A Bachelors Degree from a University recognized by the University Grant Commission in Business Administration/Public Administration/ Business Management.

Additional Qualifications:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

Salary Scale: MA 5-2 2016: Rs. (36,850 – 10 x 755 – 15 x 930 – 5 x 1,135 – 64,025)
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.

05. Media Officer MA 5-2 – (Contract Basis) – (01 post)

Job Description

Writing reports on public awareness, Co-ordination with the print & electronic media personnel for publications of reports, Issuing news and information for media, Collection of data and information on public awareness and other activities, Communication with internal and external parties, Maintenance of data bank and recording the publication on CAA, Directing the cameraman for recording the events, any other duties assigned by the Assistant Director (Corporate Communication).

Qualifications

External: A Bachelors Degree from a University recognized by the University Grant Commission in Mass Communication or Journalism with a post graduate diploma in the relevant field.

Salary : Rs. 36,850 /-

Monthly allowance equal to the initial step of MA 5-2 salary scale and the other relevant allowances entitle to the said scale as per the Management Services Circular No 02/2016. However, employee should entitle to one increment relate to the MA 5-2 salary scale considering his/ her performance, if the period of contract extended.

Salary should be paid as per the instruction mention in the Annex II of the Management Services Circular No 02/2016. The renewal of the contract can be considered annually.

Nature of Appointment: Contract Basis

Appointment to this post is subject to one year contract period and this does not entitled to receive a permanent appointment.

This appointment does not carry with it any claim whatsoever to any permanent employment in the Consumer Affairs Authority.

Age : Age should be not less than 22 years and not more than 45 years.

06. Post of Management Assistant (Grade III) MA 1-2 – (09 Posts)

Job Description:

Operating the communication network of the Authority efficiently, Maintaining good public relations with visitors and other relevant parties, Directing visitors to relevant divisions/units within the premises, Word processing/typing of documents, Maintaining and updating of data bases, Attend to correspondence under the guidance of the immediate supervising officer, Head of the division, Preparation of accounting documents such as vouchers, travelling claims etc., Writing up cash book and petty cash book, Assist in the preparation of salaries, Maintaining records of EPF and ETF including monthly and half yearly statements, Assist in the preparation of Financial statements and reports, Assist in the preparation of cost analysis, Maintenance of file moments registers and records, Assist in conducting price inquiries, Preparation of inquiry proceedings, Maintenance of files and records, Attending to secretarial work such as taking down dictation and preparation of letters, minutes and reports, Tabulation of data and generation of reports, Assist in maintenance of stores, Preparing GRN and Dispatch Advises, Receiving, storing and issuing stocks, Assist in the maintenance of records such as stock records/bin cards/stores ledgers etc., Assist in the proper maintenance of stock, Assist in the Management of Information Systems of the Consumer Affairs Authority, Assist in Installation of software packages/ solutions, Maintenance of Hard ware & Software, Maintenance of Networks of the Consumer Affairs Authority, Controlling of the Main Server for Information Systems, Assist in Updating and Updating the Information Systems of the Consumer Affairs Authority, Assist Technical Committee appointed to purchase IT equipments & IT solutions, Reporting on Breakdowns of the Information Systems of the Consumer Affairs Authority,

Assist in updating the stock records of consumables used in IT equipment, Any other duties assigned by the relevant Director.

Qualifications:

External :

Educational

- a) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
- i. Sinhala / Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal :

Employees of the categories of Primary Level – Skilled (PL 3) and Primary Level – Unskilled (PL 1) who possess the following qualifications are eligible to apply.

Educational:

- Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
- i. Sinhala / Tamil
 - ii. English language
 - iii. Mathematics

Other : Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee categories.

Salary Scale: MA 1-2 – 2016: Rs. (27,910 – 10 x 300 – 7 x 350 – 12 x 600 – 12 x 710 – 49,080)

Age: Should not be less than 18 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: 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.

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

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 05.04.2021 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.**