

CEYLON PETROLEUM CORPORATION
VACANCY
HEAD OFFICE

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Post in the service of the Corporation.

| GRADE | POST | SALARY |
|--------------|----------------------------|--|
| A - 3 | MANAGER (MARKETING) | RS. <u>150780 - 188755</u> 5 x 2185-10 x 2705 |

NATURE OF APPOINTMENT : PERMANENT (ONLY ONE VACANCY)

REQUIRED QUALIFICATIONS

01. Full Professional Qualifications of a recognized Institute with four years post professional experience in the relevant field.

OR

02. Honours Degree of a recognized University or equivalent with nine years post degree experience in the relevant field.

OR

03. General Degree of a recognized University or equivalent with ten years post degree experience in the relevant field.

AGE LIMIT

Should not be more than 45 years of age as at closing date of applications.
(The upper age limit will not be applicable to those who are in Public Service, State Corporation or a Statutory Board)

JOB DESCRIPTION

- ☞ Proper knowledge on island wide distribution of petroleum and lubricant products, supply of fuel on consumer requirements, appointing Dealers islandwide to meet with the demand of increasing development activities in the island.
- ☞ Producing reports to the management on supply of infrastructure on par with the development projects and increasing use of motor vehicles. Preparation of budget proposals on providing such facilities.
- ☞ Conducting seminars for the consumer development and taking steps to make their aware.
- ☞ Making recommendations to the management on amending the marketing procedure.
- ☞ Proper knowledge on administrative field required to provide better service to the general public through Filling Stations.
- ☞ Knowledge on technical and civil engineering works in connection with mechanical equipment (specially in filling stations) and building maintenance.
- ☞ Proper knowledge on human resources management and financial procedures which affect the administration of employees. Knowledge on Information Technology in order to take management decisions.

COMMON REQUIREMENTS

- ☞ Should bear an excellent moral Character
- ☞ Should be physically and mentally fit to handle the roles and responsibilities of this position
- ☞ Should have obtained minimum qualifications and experience requirements on or before the date indicated in the advertisement

FRINGE BENEFITS

Free Medical facilities including Nursing Home facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

HOW TO APPLY

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down loaded from the official website of the Ceylon Petroleum Corporation www.ceypetco.gov.lk

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 18-06-2018.

The application not complying the above requirements will be rejected.



**ACTG. MANAGING DIRECTOR
CEYLON PETROLEUM CORPORATION
NO. 609, DR. DANISTER DE SILVA MAWATHA
COLOMBO 09**

04-06-2018
S/sn