

CEYLON PETROLEUM CORPORATION
HEAD OFFICE
VACANCIES

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

GRADE

POST

A - 7

SECRETARY TO THE DEPUTY GENERAL MANAGER (FINANCE)

NATURE OF APPOINTMENT : **CONTRACT BASIS (FOR 03 YEARS)**

SALARY

An all inclusive monthly allowance of Rs.105,145/-

AGE LIMIT

Age should not be more than 45 years on the closing date of application (If the candidates below 45 years of age do not fulfil the required qualifications, the candidates above this age limit will also be considered)

SECRETARY TO DEPUTY GENERAL MANAGER (FINANCE), GRADE A - 7

- i. Honours Degree of a recognized University or equivalent qualifications with one year post degree experience in the relevant field.
OR
- ii. General Degree of a recognized University or equivalent qualification with two years post-degree experience in the relevant field.
OR
- iii. N.D.T or equivalent qualifications of a recognized University or Institute with six years experience in the relevant field of which three years should be at supervisory level.

JOB DESCRIPTION

- ☞ Prioritize and refer urgent letters and messages that are related to the Top & Corporate Management.
- ☞ Effective communication with all functions within the Corporation and with other Local and International Institutions.
- ☞ Should be fluent in English and must be able to prepare letters in English and should be computer literate.
- ☞ Corresponding with outside Institutions and preparing Meeting Agendas.
- ☞ Taking, preparing and distributing minutes of meetings and preparation of Management and Board Papers.

FRINGE BENEFITS

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.

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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