



# Ceylon Petroleum Storage Terminals Limited

Kolonnawa

We are a common user facility with two main installations and island wide network of bulk storage locations providing services for the marketing Companies Ceylon Petroleum Corporation & Lanka Indian Oil Company

## V A C A N C Y

Applications are invited from the suitably qualified Sri Lankan citizens for the following post

### POST OF DEPUTY MANAGER (STORES) (Grade A-4)

#### Qualifications required:

- (i) Full Professional Qualifications of a recognized Institute with three years experience in the relevant field.  
**OR**
  - (ii) Honours Degree of a recognized University (or equivalent with seven years (07) post degree experience.  
**OR**
  - (iii) General Degree of a recognized University or equivalent with eight years post degree experience.
2. **Age Limit:** below 45 years.

(The upper age limit of 45 years will not be applicable to those who are in Public Service, State Corporations or similar institutions)

#### Scope of work

1. Management of stores, holding motor spares, plant and machinery spares and engineering items of which the annual turnover is over Rs. 200,000,000.00 effectively.
2. Maintain optimum stocks by efficient stock controlling.
3. Facilitating the repairing of office equipment and other relevant services.
4. Management of scraps and facilitation of disposal.
5. Expediting supply of stores.
6. Bid evaluation with regard to local and foreign procurements.
7. Administration of Junior Executives and other non executive employees.
8. Representing of Manager (Stores) at official discussions and conferences.
9. Acting towards the improvement of the efficiency of Stores Function.
10. Holding the duties and responsibilities of Manager (Stores) in his/her absence.

**Salary Scale :** 135,400 –5 X 1,910 : 10 X 2,335 - 168,300 p.m.

#### **Fringe Benefits for the post:**

- Allowances: meal, terminal, fuel, attendance incentive etc.
- Two months annual bonus & one month medical bonus
- Medical Insurance Cover
- Loan facilities (Housing, Vehicle etc.)

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

Please forward your CV along with the copies of relevant Certificates and Certificates of experience with names and addresses of two non related referees under registered post to reach the Human Resource Manager on or before 17.08.2018 Indicating the post applied for on the top left-hand corner of the envelope.

Please note that the applications which do not contain adequate information to verify the above criteria will be rejected and only the shortlisted candidates will be called for the interview.

Human Resource Manager  
**Ceylon Petroleum Storage Terminals Limited (CPSTL)**  
Kolonnawa, Wellampitiya.  
Tel: 2531326/2572597