

CEYLON PETROLEUM CORPORATION

MARKETING FUNCTION

VACANCIES

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

| | GRADE | POST | SALARY |
|----|-------|---|--|
| 1. | A - 5 | ASSISTANT MANAGER (MARKETING- LUBRICANT & SPECIAL PRODUCTS-STORES) | RS. <u>127120 - 157895</u> 5x1695 : 10x2230 |
| 2. | A - 5 | ASSISTANT MANAGER (MARKETING- CONSUMER) | RS. <u>127120 - 157895</u> 5x1695 : 10x2230 |
| 3. | A - 5 | REGIONAL MANAGER | RS. <u>127120 - 157895</u> 5x1695 : 10x2230 |
| 4. | A - 6 | SENIOR OFFICER (MARKETING) | RS. <u>118970 - 147595</u> 5x1465 : 10x2130 |

NATURE OF APPOINTMENT : PERMANENT

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)

REQUIRED QUALIFICATIONS FOR THE ABOVE POSTS 1,2, & 3

01. Honours Degree of a recognized University or equivalent with five years post degree experience in the relevant field.
- OR
02. General Degree of a recognized University or equivalent with six years post degree experience in the relevant field.
- OR
03. N.D.T. or equivalent qualifications of a recognized University or Institute with eight years post qualifying experience in the relevant field or six years experience in the relevant field at executive level.

JOB DESCRIPTION – ASSISTANT MANAGER (MARKETING- LUBRICANT & SPECIAL PRODUCTS-STORES)

- ☞ Providing necessary assistance to the Head of Function to implement plans related to marketing principals, procedures and for the purpose of achieving targets and objectives of the Lubricant and Special Products Function.
- ☞ Submission of contemporary information and reports, if the entire operation and administration procedure related to the business of Lubricant Function is done in accordance with the approved procedures of CPC and being on alert on above.
- ☞ Supervision on official duties and regional - wise duties of Field Officers and carrying out such duties in accordance with the contemporary requirements and making suggestions to reach the aforesaid duties.
- ☞ Conducting discussions, seminars, training workshops related to the business of lubricant and special products operated in a competitive environment and coordinating such events.
- ☞ Examining the existing status of standards, qualities, packing and services in the field of lubricants and special products marketed by the Corporation and presenting proposals to formalize the aforesaid operation to suit the contemporary requirements.
- ☞ Providing required field information to advertising, promotional and other programmes launched occasionally for the purpose of promoting the sale of lubricants and special products marketed by CPC and supervision of such work.

- ☞ Ensuring that the distribution process of automotive/lubricants, grease and other special products through dealers/filling stations and other agents is properly carried out. Maintaining a fair coordination with the related Institutes and parties.
- ☞ Supervision of the entire sales process while ensuring the said process is done in terms of transaction methodologies including production prices, discounts, allowances, and distribution process and production marketing opportunities. Carrying out other duties related to such processes.
- ☞ Creating an environment required for proper maintaining of daily duties through building coordination with other sectors and parties including all the local and foreign institutes and officers related to CPC in carrying out the work of marketing field.
- ☞ Preparation of strategies to publish lubricant brand name in the lubricant market of Sri Lanka, taking development steps in accordance with the Ceypetco lubricant market in Sri Lanka, submitting proposals and plans required for new market opportunities and diversification of market.
- ☞ Referring the reports /documents needed for lubricant and special products stock orders, to the immediate Senior Officer in order to submit to other Functions and Committees related to the subject.

JOB DESCRIPTION – ASSISTANT MANAGER (MARKETING- CONSUMER)

- ☞ Maintaining proper relationship between all the consumer Institutes, registering consumer centers based on priority, carrying out field study on the subject and maintaining records.
- ☞ Broad knowledge on government and private Institute and fulfilling the fuel requirement of such institutes as per their contribution to the national economy, proper knowledge on government and private sector electricity generation, maintaining direct relationship with the relevant institutes.
- ☞ Ability to prepare monthly reports on fuel issued to consumer centers, maintaining such information in the computer system and investigating and reporting marketing data through SAP system.
- ☞ Proper knowledge on procedures of marketing function such as marketing code, marketing circulars and duties assigned to each grade.
- ☞ Inventorizing stocks supplied by CPC to consumer centers and updating data.
- ☞ Knowledge on stock position in terms of the over ground/underground tanks in relevant consumer centers and knowledge on assigning bowsers to transport fuel.
- ☞ Proper knowledge on fire extinguishing equipment and related methodologies in consumer centers.

JOB DESCRIPTION – REGIONAL MANAGER

- ☞ Implementation of plans related to marketing principles and marketing procedures, planning duties in terms of the Circulars issued by Human Resource Management Function and getting the contribution of the staff in an effective way.
- ☞ Supervision and administration of entire operation related to Filling Stations/Consumer Centers islandwide and duties of the Field Officers, Administration of maintenance and repair work, proper maintenance of such work to suit the contemporary requirements
- ☞ Examining the status of standards, qualities, packing and services of petroleum, lubricant and other products marketed by CPC and submitting related information to the top management and presenting relevant proposals.
- ☞ Supervising the process of reaching petroleum, lubricant and other products marketed by CPC to the end - customer and maintaining proper coordination of distribution process.
- ☞ Creating a proper environment to the Regional Managers and Field Officers to carry out their day-to-day duties by building coordination with all the officers and external parties connected to CPC and marketing field.
- ☞ Upgrading the filling station network according to the rules and regulations of CPC to attract the customers. Planning and organizing the Filling Station network enabling to provide higher quality consumer service to the general public, following the procedures and launching programmes to ensure safety of property which belong to CPC.

REQUIRED QUALIFICATIONS FOR THE POST OF SENIOR OFFICER (MARKETING), GRADE A – 6

1. Honours Degree of a recognized University or equivalent with three years post degree experience in the relevant field.
OR
2. General Degree of a recognized University or equivalent with four years post degree experience in the relevant field.
OR
3. N.D.T or equivalent qualifications of a recognized University or Institute with eight years post qualifying experience in the relevant field of which five years should be experience at supervisory level.

JOB DESCRIPTION – SENIOR OFFICER (MARKETING)

- ☞ Implementation of plans related to marketing principles and marketing procedures, Planning duties in terms of the circulars issued by the Human Resource Management Function and taking the contribution of the regional staff in an effective manner.
- ☞ Proper supervision of Filling Stations under your purview with the assistance of the Field Officers assigned to the Regional and Area Offices. Submitting a report with this to the Regional Managers to fulfill the objectives and duties of the institute in a correct way.
- ☞ Ensure that the maintenance of Filling Stations are satisfactorily and properly executed to attract the consumers and according to the rules and regulations of CPC. Making sure that the operation of the Filling Stations is properly done. Maintaining proper coordination with the Regional officers and Field Officers to ensure aforesaid facts.
- ☞ Collecting data and information required for future plans of the Marketing Function and analyzing such information and submitting the analyzed information to the Regional Managers to take decisions.

- ☞ Ensure proper maintenance and repair of the Filling Stations under the purview of each Regional Office. Updating the stock and inventories, studying the information through SAP system and referring the reports prepared based on the above information to the Regional Managers to take decisions.
- ☞ Maintenance of adequate information on the development of filling stations under your purview taking necessary actions to efficient execution of duties of the Area Officers and Regional Officers.

N.B : *Special consideration will be given for service experience and related experience gained by working in the relevant field.*

FRINGE BENEFITS

Free Medical 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

Applications using the prescribed Application 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 27-08-2018.

The application not complying the above requirements will be rejected.



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

13-08-2018
S/sn