

CEYLON PETROLEUM CORPORATION

VACANCY

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 -7	SECRETARY TO THE MANAGING DIRECTOR/CEO (ONLY ONE VACANCY)	RS. <u>105145 - 128895</u> 5x1360 : 10x 1695

NATURE OF APPOINTMENT : PERMANENT

REQUIRED QUALIFICATIONS FOR THE ABOVE POST:

- Honours Degree of a recognized University or equivalent qualifications with one year post degree experience in the relevant field.
OR
- General Degree of a recognized University or equivalent qualification with two years post- degree experience in the relevant field.
OR
- 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.

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

- 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 able to prepare letters / reports and should be computer literate.
- Corresponding with outside Institutions and preparing Meeting Agendas.
- Taking, preparing and distributing minutes of meetings including Management meetings and preparation of Management and Board Papers.
- Keeping a track of all letters passing through Managing Director and maintaining the MD's filing system.
- Maintaining the daily meeting schedule of MD and preparing the relevant meeting files before the scheduled meetings.

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
- ☞ Should have proficiency in English and Computer Literate

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 downloaded 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 15-08-2018.

The application not complying the above requirements will be rejected.



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

01.08-2018
S/sn