



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

V A C A N C Y

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.

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

POST OF DEPUTY MANAGER OPERATIONS (BULK MOVEMENTS & BULK PRODUCTS) (Grade A-4)

Qualifications required:

Full Professional Qualification of a recognized Institute with three years experience in the relevant field.

OR

Possess an Honours Degree of a recognized University with seven years post degree experience in the relevant field.

OR

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

Fluent in English and Computer literacy.

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

01. Planning of daily operation activities regard to finished petroleum product receipt from tankers and refinery keeping sufficient stock for daily issues. Development infrastructure and update procedures and standards according to timely requirement.
02. Ensure the operational condition of tank, pipeline, pumps, valves etc. are in order which are using for daily operations and arrangement should be made to periodic maintenance according to the maintenance programme..
03. Maintaining of Filling Gantry and equipment without any defects coordinating with relevant parties. Ensure health and safety working environment according to the health and safety regulations.
04. Ensure quality and standard of petroleum finished products. Decisions should be taken to correct when deviation of standard quality of products and advise to relevant parties.
05. Handling of aviation fuel according to AFQRFJOS and JIG standards and implementation of recommendation made by JIG inspector's report yearly and arrange training to the staff who are involved in handling aviation fuel.
06. Ensure that the data of stock calculation are correctly enter into SAP system and ensure the accuracy of data and daily, monthly, yearly stock report. Precautionally measures should be taken to minimize stock losses.
07. Supervision of shift system and incentive system of BM&BP Function. Deployment of available staff efficiently and arrangement should be made to conduct training programmes to develop their skills and supervision of the administration work.
08. Prepare annual budget and make arrangements to purchase all office requirement and technical equipment within the particular year.
09. Maintaining of all reports, data, instruction letters, approvals, procedures registered properly and evaluate the performance of the function time to time.
10. Study the problems of technical and administrative and inform to higher management with proposals to resolve the problem.

Salary Scale : Rs. 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 Birth Certificate, Educational 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 2018.10.07 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.