



# Ceylon Petroleum Storage Terminals Limited

Kolonnawa

## V A C A N C Y

Applications are invited for the following post in our Organization.

### **SENIOR INVESTIGATION EXECUTIVE**

(Grade A-6)

#### **Qualifications required**

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. Diploma level (equivalent to NVQ Level5/6) qualification of a recognized University or Institute with eight years post qualifying relevant experience of which five years should be experience at supervisory level.
  - Experience in Military Police, Air Force Police, and Navy Police or in Sri Lanka Police would be a definite added advantage.

#### **Age Limit** : Below 45 Years

This age limit is not applicable for the employees who are presently in the service of Government or Semi Government Organizations. They should submit their applications through their Heads of Departments. (The age limit is also not applicable to applicants who have served in armed forces as per the Public Administration Circular No. 299 of 23.07.1985.)

#### **Scope of work**

1. Carry out the investigations/inspections/surprise checks at Kolonnawa and Muthurajawela Installations, Bulk Depots and all other activities related to misconducts, frauds, theft of the company properties and assets or tasks given within the time frame.
2. Preparation of investigation reports and disciplinary action files to fulfill the requirement of immediate supervisor and maintain the confidentiality, proper conduct and capability to work with other in-house, outside parties and authorities in cordial manner.
3. Liaise and co-ordinate with external, Government and Non-Government Bodies in relation to investigation matters and maintain a cordial relationship with such bodies.
4. Maintain confidentiality, proper conduct and discipline and ensure successful completion of assigned investigation cases from the commencement to the end inclusive of preplanning and wrap up activities.

#### **Common Requirements:**

- Should be a citizen of Sri Lanka
- Should bear an excellent moral character
- Should be physically and mentally fit to handle the roles and responsibilities of this position.
- Should have obtained required qualifications and experience on or before the date indicated in the advertisement.
- Should have proficiency in English and Computer Literacy.

**Salary scale:** Rs. 148,715- 5 x 1,835 : 10 x 2,665 = 184,540 p. m.

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. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Educational 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 29.03.2022 Indicate 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.

- Application called for this post on 03.05.2021 is cancelled hereof.

Human Resource Manager  
**Ceylon Petroleum Storage Terminals Limited (CPSTL)**  
Kolonnawa, Wellampitiya.