

NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

Ministry of Plantation Industries

Applications are invited from suitably qualified Sri Lankans for the following permanent posts of this Institute.

1. POST OF ASSISTANT DIRECTOR (ADMINISTRATION) - MM 1.1 (Grade II)

Job Description : Responsible for all General Administration of the Institute.

Qualifications : External Applicants (1 or 2 below)

1. A degree in Business/ Public Administration/ Management/ Commerce/ Economics with a class from a recognized university with at least three (03) years of post qualifying experience in a State Corporation/ Board/ Government Department or Reputed Mercantile Establishment in general administration.
- or**
2. A special degree in Business/ Public Administration/ Management/ Commerce/ Economics from a recognized university with at least five (05) years of post qualifying experience in a State Corporation/ Board/ Government Department or Reputed Mercantile Establishment in general administration.

Internal Applicants

A minimum of five (05) years experience in a post in Junior Manager Category - Grade I in a relevant field.

Salary Scale : MM 1.1 – Rs. [53,175 - 10 x 1,375 - 15 x 1,910 = 95,575]
(At the starting, salary entitlement is Rs. 53,175/- and other Government approved allowances)

Age Limit : Should not be less than 25 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

2. POST OF TRAINING SPECIALIST (Accounting and Financial Management) - MM 1.1 (Grade II)

Job Description : Conduct lectures in the subject field, assess the training need of plantation industry personnel, formulate programmes/ courses for development of Accounting & Financial Management, plan and conduct training programmes/ courses for plantation industry personnel, device procedures for appraising effectiveness of training programmes, keep abreast of newer techniques for the advancement of management competence of the Institute's courses/ programmes.

Qualifications : **External Applicants**

A four year special degree in Public Administration/ Management/ Commerce/ Economics with a class from a recognized university with at least three (03) years of post qualifying executive experience in a State Corporation/Board/Government Department or Reputed Mercantile Establishment in the relevant field.

Internal Applicants

A minimum of five (05) years experience in a post in Junior Manager Category - Grade I in a relevant field.

Salary Scale : MM 1.1 – Rs. (53,175 - 10 x 1,375 - 15 x 1,910 = 95,575)
(At the starting, salary entitlement is Rs. 53,175/- and other Government approved allowances)

Age Limit : Should not be less than 25 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

3. POST OF TRAINING OFFICER (Accounting and Financial Management) - JM 1.1 (Grade II)

Job Description : Conduct lectures in the subject field, assist the Training Specialist in training needs analysis, design training programmes, preparing cost estimates for the training programmes, conduct training programmes and evaluate the impact of training programmes.

Qualifications : **External Applicants**

A four-year special degree in Management/ Commerce/ Public Administration/ Accountancy from a recognized university with at least one (01) year post qualifying experience in a State Corporation/ Board/ Government Department or Reputed Mercantile Establishment.

Salary Scale : JM 1.1 – Rs. (42,600 - 10 x 755 - 18 x 1,135 = 70,580)
(At the starting, salary entitlement is Rs. 42,600/- and other Government approved allowances)

Age Limit : Should not be less than 25 years and not more than 45 years.

4. POST OF PROGRAMME OFFICER (Exam and Coordinating) - JM 1.1 (Grade II)

Job Description : Organize, conduct external / internal examinations and release results to the respective parties, documentation of NIPM training programmes and making of related brochures for circulation among participants and other relevant parties and coordinate training activities with them, organize training needs surveys and prepare prospects relating to training programmes, prepare certificates to be issued to the participants of various training programmes and maintain a register of certificates issued, organize awards ceremony annually for awarding certificates, prepare and maintain the training statistics periodically and submit them to the Governing Board of the Institute, ministries and other relevant organizations as and when necessary.

Qualifications : **External Applicants (1 or 2 below)**

1. A degree in Management / Commerce/ Public Administration / Business Administration / Accountancy / Agriculture / Agriculture Economics from a U.G.C. approved recognized university.
- or**
2. Having passed the intermediate examination of a recognized professional chartered institute of which the subject area is relevant to the post.

and

At least one (01) year post qualifying experience in the relevant field in a Public/ Private Sector Organization.

Internal Applicants (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
- or**
2. A minimum of five (05) years experience in a post as Management Assistant (Non Technological) – Grade II in a relevant field.

Salary Scale : JM 1.1 – Rs. (42,600 - 10 x 755 - 18 x 1,135 = 70,580)
(At the starting, salary entitlement is Rs. 42,600/- and other Government approved allowances)

Age Limit : Should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Selection : Written competitive examination and/ or a structured interview conducted by a professional interview panel.

General : Applicants for all the above posts should be fluent in English and have exposure to commonly used computer applications.

Applications to work on secondment basis will also be considered for the post of Assistant Director (Administration)

Applicants who will be selected to the relevant posts of the institute should be physically and mentally fit to work and he/she is liable to work in the head office of the institute or anywhere in the country.

Other benefits :

- The Institute's contribution to EPF and ETF will be 12% and 3%, respectively of the basic salary. (The employee's contribution to the EPF will be 10% of their basic salary)
- Contributory medical insurance scheme for the member and immediate family members.
- Free transport from and to the nearest town (Kottawa/Kaduvela)

How to apply :

Please forward your detailed curriculum vitae with the names and addresses of two non-related referees, together with copies of relevant certificates, to the undersigned to reach on or before **10th January 2023** under registered cover. Applications from employees in the public sector should be forwarded through the respective Heads of Institutions. The post applied for should be marked on the top left-hand corner of the envelope. The incomplete and delayed applications will not be considered under any circumstances.

N.B : This vacancy advertisement is displayed on the www.nipm.gov.lk website also.



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