

# 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 TRAINING SPECIALIST (Accounting and Financial Management) - MM 1.1 (Grade II)

**Job Description** : Conduct lectures in the relevant 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.

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

**Job Description** : Conduct lectures in the relevant 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.

**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.

The 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 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 **3rd April 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 incompleting and delayed applications will not be considered under any circumstances.

#### **N.B :**

- Only short-listed applicants will be called for the interview.
- This vacancy advertisement is displayed in the **www.nipm.gov.lk** website also.



**Director/Chief Executive Officer**  
**National Institute of Plantation Management**  
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