

MINISTRY OF AGRICULTURE & PLANTATION INDUSTRIES



SRI LANKA TEA BOARD VACANCY

Sri Lanka Tea Board, the Apex Body of the Tea industry in Sri Lanka is looking for dynamic and result oriented individuals with pleasing personality to be recruited for the following post.

The Post of Director – Administration & Human Resources –HM (1-1)

Job Description

In-charge of the Administration function of the Board (Transport, Security, Library & Maintenance activities), Formulation, implementation, Monitoring and Evaluation all Human Resources Management & Development activities of the Board. , In-charge of the Procurement function of the Board, Monitoring and Evaluation of physical and financial targets set at the beginning of every year and providing such information to performance appraisers subject to the control and direction of the Director General and Chairman of the Board.

Qualification & Experience

External Candidates:

- a). Bachelors Degree obtained in Management/Public Administration / Business Administration/Human Resources Management /LLB from a University recognized by the University Grant Commission of Sri Lanka **AND** Postgraduate Degree(Masters) in Management /Public Administration/Business Administration
AND

A minimum of Fifteen (15) years of Managerial Level experience after obtaining the first degree, with a proven track record in a recognize organization in the field of Administration & HR.

Internal Candidates:

- a). Having obtained the qualification & experience required by the External Candidates above
b) A minimum of Five (5) years satisfactory service in the Middle Managerial category Grade I in the service of the Sri Lanka Tea Board in relevant field.

Salary Scale HM 1-1-02/2016: Rs. 80,295- 15x Rs.2270- Rs.114,345 per month

The applicable initial salary step of Rs80,295/= p.m. In addition cost of living allowance of Rs. 17,800/= p.m. with professional allowance as per the Circular will also be paid. An Assigned vehicle with the approved fuel allowance & driver or Transport Allowance will be provided by the Board in terms of the prevailing Public Enterprise Circulars.

Age : should be not less than 35 years and not more than 50 years. The upper age limit will not apply to the internal candidates.

Selection for the Post of Director(Administration & HR): By Structured Interview

BENEFITS

- Medical benefits according to the prevailing rules of the Board.

- Provident Fund: the selected candidates will be required to contribute 10% of his/her salary to the Employees' Provident Fund. The Board will contribute 15%.
- The Board will contribute a further 3% of the Employee's salary to the Employees' Trust Fund.

GENERAL CONDITIONS

- Every applicant should be a Sri Lankan citizen.
- Every applicant should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Every applicant should have an excellent character.
- The selected external candidates will be appointed on probation for a period of three (03) years from the date of assumption of duties. Internal candidates who are already confirmed will be subjected to an trial period of one year.
- Persons recruited externally will be placed on the initial salary step of the applicable salary scale and internally appointed persons will be placed in salary scale in terms of the provisions of the clause 4 of the chapter VII of the Establishment Code.

APPLICATIONS

Applications should be made on prescribed forms obtainable from this officer or downloaded from our website <http://www.srilankateaboard.lk> and sent together with a copy of Birth certificate, copies of educational and professional qualifications and experience under registered cover indicating the post applied for on the top left hand corner of the envelope to reach the under mentioned address on or before **29th May 2024**.

Applicants presently employed in Govt. Departments / State Corporations / statutory Boards should send their applications through the Heads of the respective Departments / Institutions. Non conformity with this requirement may cause the rejection of such applications.

**DIRECTOR GENERAL
SRI LANKA TEA BOARD
574, GALLE ROAD,
COLOMBO 03**

8. Whether convicted of any criminal offences in a Court of Law? Yes / No.

If yes, give

- a) Date :
- b) Number of case :
- c) Nature of conviction :

9. Job experience (Please list all posts held since leaving school or University with correct designations and the period of employment)

<u>Name of the Organization</u>	<u>Designation</u>	<u>Period</u>
---------------------------------	--------------------	---------------

10. Any other particulars which you feel are relevant to the post applied for :

11. Names and Addresses & contact Telephone Nos. of two non related referees:

- 1.
- 2.

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false and incorrect, I am liable to disqualification before selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.

Date :

.....
Signature of Applicant

- Note:**
- a) Only certified copies of certificates should be attached.
 - b) If the applicant is an employee in the state service or of a statutory Board or State Corporation, the application should be forwarded through the Head of Department or respective such institute.

574, Galle Road, Colombo 03
Hotline : 2587814