

# Ministry of Plantation and Community Infrastructure

## VACANCIES

### Chilaw Plantations Limited

Applications are invited from qualified citizens of Sri Lanka for the following posts of Chilaw Plantations Limited

#### 01. General Manager - 01 Post

##### Qualifications and Experience

##### External

- A Postgraduate Degree in the field of Management, Marketing, Administration or Agriculture and 6 years senior managerial experience in a managerial grade with a proven track record

OR

- Class I Officer of the Sri Lanka Administrative Service or Sri Lanka Planning Service (on Secondment basis)

OR

- Bachelor's Degree in Agriculture / Science / Business Management from a recognized University with a minimum of 15 years experience in the management of plantations or 08 years work experience should have been at Senior Management level in an Agricultural Enterprise

OR

- Diploma in Agriculture with at least 18 years experience in management of plantations or 10 years service experience at Senior Management level of an Agricultural Enterprise

OR

- 6 years working experience as a General Manager of a Regional Plantation Company

AND

- Ability to lead and direct Multi-Disciplinary teams, efficient management of human & physical resources and Financial Management

WITH

Preference will be given to those with relevant Postgraduate qualifications and experience in

- Modern Management Techniques.
- Computer use.
- Accounting and Audit procedures.
- Excellent communication skills in English and Sinhala.

##### Internal - Minimum :

Diploma in Agriculture / Plantation Management from a recognized academic institute with minimum 15 years working experience at Middle and Senior Management level, of which 08 years should have been at Senior Management level

AND

A Proven ability to lead and direct Multi-Disciplinary teams, Experience in proper Deployment and efficient management of human and other resources and skills in computer literacy, excellent communication and writing skills in Sinhala and English.

##### Salary particulars and age for above Post :

**Nature of Appointment :** Permanent (EPF and ETF)

**Salary Scale :** HM 2-1 - 2016 Department of Management Services Circular No. 02/2016 (i)

Salary Rs. 91,645.00 - 2700 x12 = Rs.124,045.00 with other approved allowances and benefits for the position.

**Age :** Should be not less than 35 years and not more than 55 years.

The upper age limit will not apply to the internal candidates.

#### 02. Superintendent - 01 Post

##### Qualifications and Experience

##### External:

A Degree in Agriculture / Plantation Management / Commerce from a recognized university with minimum 05 years experience in field activities of an Agricultural Project or Estate in Public / Corporate / Private Sector enterprise

OR

G.C.E. Advanced Level Examination and Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with minimum 8 years junior managerial level experience in field activities of an Agricultural Project or Estate in Public / Corporate / Private Sector enterprise

OR

Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with at least 10 years junior managerial level experience in field activities of an Agricultural Project or Estate in Public / Corporate / Private Sector enterprise

WITH

- Good communication skills in Sinhala and English
- Good skills in Interpersonal Relations.

##### Internal - Minimum :

Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with at least 10 years junior managerial level experience in field activities

WITH

- Good communication skills in Sinhala and English
- Good skills in Interpersonal Relations.

#### 03. Manager - Legal and Investigations - 01 Post

##### Qualifications

- Attorney-at-Law with minimum 5 years experience in both Civil and Criminal and court work.

- Ability and experience to conduct Investigations and domestic inquiries
- Excellent skills in Interpersonal Relations
- Good communication skills in Sinhala and English

##### Salary particulars, age and language for above 02 and 03 Posts

**Nature of Appointment :** Permanent (EPF and ETF)

**Salary Scale :** MM 1-1 - 2016 Department of Management Services Circular No. 02/2016

Salary Rs. 53,175.00 - 1375 x10 - 1910 x 15 = Rs.95,575.00 with other approved allowances for the position.

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

#### 04. Assistant Superintendent - 05 Posts

##### Qualifications

##### External:

A Degree in Agriculture / Plantation Management / Commerce from a recognized university with minimum 03 years experience in field activities of an Agricultural Project or Estate in a Public / Corporate / Private Sector enterprise.

OR

G.C.E. Advanced Level Examination and Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with minimum 08 years experience in field activities of an Agricultural Project or Estate in a Public / Corporate / Private Sector enterprise

OR

Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with at least 10 years experience in field activities of an Agricultural Project or Estate in a Public / Corporate / Private Sector enterprise

##### Internal - Minimum

Diploma in Agriculture / Plantation Management / Commerce from a recognized institute with at least 08 years experience in the field activities

#### 05. Marketing Officer - 01 Post

##### Qualifications

##### External:

A Degree in Marketing / Agriculture / Economics / Statistics / Business Management / Plantation Management from a recognized university with minimum 03 years experience in the field of Marketing in a Public / Corporate / Private Sector enterprise

OR

G.C.E. Advanced Level Examination and Diploma in Marketing / Agriculture / Business Management / Plantation Management from a recognized institute with minimum 05 years experience as a Management Assistant (Grade 1) in the field of Marketing in a Public / Corporate / Private Sector enterprise

OR

Diploma in Marketing / Agriculture / Business Management / Plantation Management from a recognized institute with at least 10 years experience as a Management Assistant (Grade 1) in the field of Marketing in a Public / Corporate / Private Sector enterprise

##### Internal - Minimum:

Diploma in Marketing / Agriculture / Business Management / Plantation Management from a recognized institute with at least 05 years experience as a Management Assistant (Grade 1) in the field of Marketing

#### 06. Financial Officer - 01 Post

##### Qualifications

##### External:

Degree in Finance / Accounting / Commerce from a recognized university with minimum 03 years experience in Accounting and Finance in a Public / Corporate / Private Sector enterprise.

OR

Foundation Level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) OR Foundation Level qualification of Chartered Institute of Management Accountants (CIMA) OR Foundation Level Qualification of Association of Certified and Corporate Accountants (ACCA) OR Intermediate Level Qualification of AAT with minimum 08 years experience in Accounting and Finance in a Public / Corporate / Private Sector enterprise

##### Internal - Minimum

Minimum of 05 years experience in the post of Management Assistant as a Management Assistant (Grade 1) (Accounting and Finance) / Book Keeper (Grade 1)

##### Salary particulars, age and Other requirements for above 04, 05, and 06 Posts :

**Nature of Appointment :** Permanent. (EPF and ETF)

**Salary Scale :** JM 1-1 - 2016 Department of Management Services Circular No. 02/2016

Salary Rs. 42,600.00 - 755 x10 - 1135 x 18 = Rs.70,580.00 with other approved allowances for the position.

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

- Good communication skills in Sinhala and English
- Good skills in Interpersonal Relations.

#### 07. Management Assistant - (Technological) - Audit Assistant - 02 Posts

##### Qualifications

##### External:

- Having passed the G.C.E. (O/L) examination in one sitting in six subjects with credit passes for four subjects including Sinhala / Tamil / English Language and Mathematics
- Having passed at least one subject (other than the General Paper) at the G.C.E. (A/L) examination.
- Foundation Level qualification of the institute of Chartered Accountants of Sri Lanka (ICASL) OR Foundation Level qualification of Chartered Institute of Management Accountants (CIMA) OR Foundation Level Qualification of Association of Certified and Corporate Accountants (ACCA) OR Intermediate Level Qualification of AAT OR Any other Certificate course relevant to the Field.

##### Internal - Minimum

- Having passed the G.C.E. (O/L) examination in six subjects with credit passes for the first language and Mathematics in one sitting.
- Having completed a minimum of five (5) years service in permanent post of the Company.
- Foundation Level Qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) OR Foundation Level qualification of Chartered Institute of Management Accountants (CIMA) OR Foundation Level Qualification of Association of Certified and Corporate Accountants (ACCA) OR Intermediate Level Qualification of AAT OR Any other Certificate Course relevant to the Field.

**Salary Scale :** MA 2-1 - 2016 Department of Management Services Circular No. 02/2016

Salary Rs. 30,310.00 - 300x10 - 350x7 - 495x4 - 660x20 = Rs. 50,940.00 with other approved allowances for the position.

**Note for Audit Assistant :** Those who are having valid Motor Bike license with experience in Plantation Sector, Specially coconut, cashew and animal husbandry will have an advantage.

#### 08. Post of Management Assistant (Non Technological) - 01 Post (Personal Assistant to the Chairman/CEO)

##### Qualifications

##### External :

- Having passed the G.C.E. (O/L) examination in one sitting in six subjects with credit passes for four subjects including Sinhala / Tamil / English Language and Mathematics

AND

- Having passed at least three subjects (other than the General paper) at the G.C.E. (A/L) examination

##### Internal - Minimum

- Having passed the G.C.E. (O/L) examination in six subjects with credit passes for the first language and Mathematics in one sitting.
- Having completed a minimum of five (5) years' service in permanent post of the Company.

**Salary Scale :** MA 1-1 - 2016 Department of Management Services Circular No. 02/2016

Salary Rs. 27,910.00 - 300x10 - 350x7 - 495x4 - 660x20 = Rs. 48,540.00 with other approved allowances for the position.

##### Nature of Appointment and Age for above 07 and 08 Posts :

**Nature of Appointment :** Permanent (EPF and ETF)

**Age :** Should be not less than 18 Years and not more than 45 years.

The upper age limit will not apply to internal candidates.

**Note for Personal Assistant :** Those who are having certificate for secretarial course at a recognized institute have an advantage.

##### Every applicant :

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of post well and to serve in any part of the island
- Should be of excellent moral character.

##### Selection

Applicants from Government Departments / Corporations / Statutory Boards should forward their applications through the Heads of Departments. A copy must be sent directly.

Applications with their curriculum vitae giving all relevant information in details with certified copies of certificates and testimonials (certified by a J P or Attorney-at-Law) together with names, addresses and telephone numbers of two non-related referees should be forwarded under registered post, indicating the post applied for on the top left hand corner of the envelope, to reach **The Chairman/CEO, Chilaw Plantations Limited, No. 165, Puttalam Road, Chilaw on or before 06.01.2025.**

**CANVASSING WILL BE A DISQUALIFICATIONS**

**The Chairman / CEO  
Chilaw Plantations Limited,  
165, Puttalam Road,  
Chilaw.**

Date : 22.12.2024