



# Consumer Affairs Authority

(Ministry of Trade, Commerce and Food Security)



## VACANCY

Applications are invited from suitably qualified persons to fill the following vacancy in the Consumer Affairs Authority.

### Post of DIRECTOR GENERAL (HM 2-1) - (01 post)

#### Job Description:

The Director General is the highest level Executive Officer of the institution. The Director General is accountable and responsible for all the activities, and administrative and financial affairs of the Institute who under the general direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Institute, for excelling in official achievements and generation and transfer of technology.

#### Qualifications:

##### External :

A Bachelor's degree in Business Administration, Business Management, Public Administration, Public Management, Economics, Commerce, Science (Food Science & Technology, Biological Science), Agriculture, Law which is recognized by the University Grants Commission.

And

A Postgraduate Degree in relevant field or Corporate Membership of a recognized professional institution in Management, which is relevant to the subject area of the post.

And

At least Eighteen (18) years experience in Managerial Level out of which Five (05) years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.

Or

A Bachelor's degree in Business Administration, Business Management, Public Administration, Public Management, Economics, Commerce, Science (Food Science & Technology, Biological Science), Agriculture, Law which is recognized by the University Grants Commission.

And

PhD Degree in relevant field.

And

At least Five (05) years experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining PhD degree.

##### Internal :

A minimum of Five(05) years satisfactory service in a post of Senior Manager category in the subject area relevant to the post.

And

A proven ability to lead and direct multi-disciplinary teams.

Experience in proper deployment and efficient management of human and other resources.

**Age :** 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.

##### Other:

##### Every Applicant,

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

**Salary Scale :** HM 2-1: Rs. (91,645- 12 x 2,700 – 124,045)

##### Transport and Fuel Allowance:

Entitled either to use an official vehicle or to avail a monthly transport allowance of Rs.50,000 and a fuel allowance of 145 Lts in terms of PED Circular Nos. PED 1/2015, PED 1/2015 (i) and (ii)

##### Professional Allowance:

A professional allowance will be paid in terms of MSD Circular No.05/2017

##### Other Allowances :

In addition to the salary, cost of living allowance and other applicable allowances will also be paid in terms of relevant government circulars.

##### Nature of Appointment :

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

##### Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

##### Confirmation :

An external candidates appointed to this category will be on probation for a period of three years. He / She will be confirmed at the end of this period provided that his/her performance and conduct have been satisfactory. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

**Recruitment Procedure :** Recruitment will be done by a structured interview.

##### Marks allocation for the interview:

- Relevant additional experience	- 30 Marks
- Relevant additional Educational/ professional qualifications	- 30 Marks
- Other achievements	- 15 Marks
- Performance at the interview	- 25 Marks
	<b>100 Marks</b>

Eligible candidates are invited to submit their applications under registered cover to the address given below on or before 23.09.2023 of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached to the application. Applications from employees in the state sector should be forwarded their applications through relevant heads of the Institutions. Applications which do not conform to the above requirements, incomplete and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be stated on the top left-hand corner of the envelop. Please forward your applications to;

**The Secretary,  
Ministry of Trade, Commerce and Food Security,  
No. 492, R. A. De Mel Mawatha,  
Colombo 03.**