

**MINISTRY OF AGRICULTURE & PLANTATION INDUSTRIES
TEA RESEARCH INSTITUTE OF SRI LANKA
TEA RESEARCH BOARD**

VACANCIES

PROCUREMENT OFFICER (01 POST)

Applications are invited from the citizens of Sri Lanka for the following post at the Tea Research Institute of Sri Lanka, Talawakelle.

01. Procurement Officer

Job Description:

Responsible for procurement of all goods and services by following Government approved procurement procedures considering cost, quality, time, durability of goods and services under the supervision of Senior Accountant / Accountant.

External:

A degree in Management or Commerce from a recognized University or Higher National Diploma in Accountancy WITH one (01) year post qualifying experience in local and foreign supplies work in a Government Department / Corporation / Board or a reputed Mercantile Establishment in an executive position.

AND

One (01) year certificate course in supplies and material management.

Internal:

Five years (05) relevant and satisfactory service in Management Assistant Technological Category Grade 1

Salary Scale: JM 1-2 (2016) Rs. 43,355/- 10x755 - 18 x1,135 Rs.71,335/- p.m

Age: 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: By a Written Competitive examination or / and a Structured Interview

Other Benefits:

- i. Accommodation (fully furnished quarters) will be provided if available or an allowance will be paid in lieu of accommodation
- ii. Medical benefits available according to the prevailing rules of the Institute's medical scheme.
- iii. **Provident Fund:** The selected candidate will be required to contribute 10% of the salary to the Staff Provident Fund while the Institute will contribute 15%. The Institute will also contribute 3% to the Employees' Trust Fund.
- iv. Other fringe benefits applicable to the post in the Tea Research Institute.

The post is permanent. application giving full **Curriculum Vitae** along with the copy of birth certificate, copies of relevant educational and other professional qualifications, service certificates, other evidence in relation to innovative skills and the names and addresses of two non –related referees who can assess the applicant skills and knowledge in the relevant field, should be submitted.

Applications from officers in the State Service/ Corporations/Statutory Board should be forwarded through the Head of the respective Institution. Non-conformity with this requirement will result in the application being rejected.

Please upload the information requested in the google format by visiting Tea Research Institute's web site www.tri.lk and for follow up action to provide the completed application form along with the supportive documents by post to reach the undersigned **on or before 18th March 2024**. Also state the post applied on the top left-hand corner of the envelope.

**The Director / Chief Executive Officer
Tea Research Institute of Sri Lanka
St. Coombs, Talawakelle.**

