



# VACANCIES

Applications are invited for the under mentioned post from citizens of Sri Lanka possessing the requisite qualifications and experience.

## Post 01 : Audit Officer

### Qualifications & Experience

#### For External Candidates

1. A Degree in Accountancy / Finance/ Business Management/ Business Administration/ Commerce or any other degree relevant to the subject area of the post which is recognized by the University Grant Commission (U.G.C.)
- OR
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

#### For Internal Candidates

1. Having obtained the qualifications required by the external candidates above.
- OR
2. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant - Non Technological' (MA 1-1) Grade II, in the subject area relevant to the post.
- OR
3. Completion of minimum five (5) years satisfactory service in a post of the 'Management Assistant - Technological' (MA 2-1) Grade II, in the subject area relevant to the post.

### Job Summary

Responsible for the Internal Auditor of the Authority, fulfilling duties on internal checking and internal controlling system related accounting standers, audit standers and related activities in internal auditing in effectively and efficiency. Helping to internal auditor to preparation of annual internal audit plan for the approval of Management, and the Audit and management committee. Preparation of quality Progress Report and other report which related to the auditing, carrying out investigations about and checking about such as Procurement process, accounting process, payment process, production process etc. Auditing the accounts and functions of the head office and centers, extension office, field office etc.

**Salary Scale :** JM 1-1 2016 : [42,600 - 10 x 755 - 18 x 1,135 - 70,580]

## Post 02 : Investigation Officer

### Qualifications and Experience:

#### For external candidates

1. A Degree in Human Resources Management / Business Management / Business Administration / Public Administration / Public Management / Commerce or any other degree to the subject area relevant to the post which is recognized by the University Grant Commission (U.G.C.)

#### For internal candidates

1. Having obtained the qualifications required by the external candidates above.
- OR
2. Completion of 'Management Assistant - Non Technological' (MA 1-1) Grade II, minimum five (5) years satisfactory service in a post of the subject area relevant to the post.

### Job Summary

Develop and manage full - time investigation processes Conducting preliminary investigations (Head Office, Aquaculture Development centers and District Aquaculture Extension Office) and coordinating domestic investigations. Participate labour Tribunals cases, Court cases and coordinating relevant cases with police department'

**Salary Scale :** JM -1 - 1- 2016 - [42,600 - 10 x 755 - 18 x 1135 - 70,580]

## Post 03 : Procurement Officer

### Qualifications and Experience:

#### For external candidates

1. Degree in Commerce / Economics / Management which is recognized by the University Grant Commission (U.G.C.)

#### For internal candidates

1. Completion of minimum five (5) years satisfactory service in a post of the 'Management Assistant - Non Technological' (MA 1-1) Grade II, in the subject area relevant to the post.

### Job Summary

Procurement of goods and services, calling for quotations, and tenders and preparation of tender documents, contacting suppliers for goods and services, make necessary arrangements of technical evaluations, holding tender board meetings, preparation of awarding letters etc.

**Salary Scale :** JM -1 - 1- 2016 - [42,600 - 10 x 755 - 18 x 1135 - 70,580]

## Post 04 : Technical Officer

### Qualifications and Experience:

#### For external candidates

1. National Diploma in Civil Technology or certificate course not below the NVQ Level 5, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

#### For internal candidates

1. Having obtained the qualifications required by the external candidates.

### Job Summary

Measurement and collection of technical data and information relating to civil works, preparation of plans designs, bill of quantities and estimates, contract administration, supervision of construction and maintenance of movable and immovable infrastructure facilities including Civil work related to operation and management of aquaculture practices.

**Salary Scale :** MA 2 - 1- 2016 - [30,310 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - 50,940]

### General Conditions :

01. Age Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.
02. Should be a citizen of Sri Lanka.
03. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
04. Should be of excellent moral character.
05. The salary will be adjusted according to the new salary circular by the Government.
06. Applicants from the Government / Local Governmental Departments / Corporations/ Statutory bodies should channel their applications through the respective heads.
07. Applications giving the full particulars (with photocopies of certificates) should be sent under the registered cover with the name of the post applied for stated on left hand corner of the envelope to reach "Chairman, National Aquaculture Development Authority of Sri Lanka, No. 41/1, New Parliament Road, Pelawatta, Battaramulla" on or before **04<sup>th</sup> April 2025**.