



LANKA PHOSPHATE LIMITED
(State Company)

VACANCIES

Lanka Phosphate Limited is a fully State owned Company coming under the purview of the Ministry of Industries and Entrepreneurship Development. The business of the company is excavating, processing and selling of Rock Phosphate and High Grade Rock Phosphate Fertilizer locally and internationally.

The company is seeking for energetic, dynamic, result oriented and knowledgeable individuals with professional qualifications for the following permanent posts at the company project site, Eppawala.

- ATTRIBUTES:**
- a. should be a citizen of Sri Lanka.
 - b. Should have good physical and health condition, decent character, exceptional interpersonal leadership skills, good vision and ability to work in any part of the country.
 - c. Should have a strong communication skill, fluent in English and ability to work in a computerized environment.
 - d. Employed in Government Sector, State Corporations / Companies should forward their applications through the Heads of their respective institutions.

01. ASSISTANT SUPPLIES MANAGER (MM 1-1)
(01 Post in Middle Manager Category) Grade II

Educational Qualifications and Experience:

External :-

- (01) A Bachelor's degree in Supply Chain Management/Business Administration/Public Administration/B com or any other degree which is relevant to the, subject area obtained from a recognized university accredited by the University Grants Commission of Sri Lanka.

with

At least Five years (05) post qualifying experience in the relevant area of following duties and responsibilities for the post.

or

- (02) Intermediate Qualifications in the relevant field from a recognized professional Chartered Institute with Five (05) years post qualifying experience in the relevant field

Internal :-

- (01) Fulfill the above external qualifications.
- Or
- (02) Post of Junior Manager (JM) category Grade II with minimum of Five (05) years satisfactory service in the relevant field.

Salary Scale : MM 1-1 Rs. (91,690 - 10x2,480 - 15x3,450 - 168,240/-)
Initial Salary Step : Rs. 71,730/- (DMS Circular 01/2025)
Duty Place : Lanka Phosphate Limited, Eppawala

Age : Not below 22 years and not more than 45 years of age. Upper age limit will not be applied to internal candidates and those who are presently employed in government sector, State corporations/companies and statutory boards.

Duties and Responsibilities to the Post

- (01) Strategic planning and Management - Develop and implement procurement strategies, manage procurement operations, analyze Market Trends. Manage procurement budgets.
- (02) Supplier relationship management - Build and maintain strong supplier relationships, conduct supplier evaluations,
- (03) Procurement Process Management - Manage the Procurement process, conduct Market Research, Prepare RFQs and bids, manage Contracts, process purchase orders, manage inventory.
- (04) Compliance and reporting - Ensure compliance with all the government and other regulations and policies, prepare reports manage risks (procurement risks), promote safety and awareness
- (05) Team Leadership and Development - Lead and manage procurement staff, identify training needs, set sectional objectives and KPIs,
- (06) Implementing Developed and operate Procurement systems, Export systems, Technologies, Procurement Policies and Procedures

02.ACCOUNTANT (MM 1-1)
(01 Post in Middle Manager Category) Grade II

Educational Qualifications and Experience:

External :-

- (01) A Bachelor's degree in Accountancy/Financial Management/B Com or any other degree which is relevant to the subject area obtained from a recognized university accredited by the University Grants Commission of Sri Lanka.

with

At least five (05) years post qualifying experience in the relevant area of following duties and responsibilities for the post.

or

- (02) Intermediate qualifications in the relevant field from a recognized professional Chartered Institute with five (05) years post qualifying experience in the relevant field

Internal :-

- (01) Fulfill the above external qualifications.
- or
- (02) Post of Junior Manager (JM) category Grade II with minimum of five (05) years satisfactory service in the relevant field.

Salary Scale : MM 1-1 Rs. (91,690 - 10x2,480 - 15x3,450 - 168,240/-)
Initial Salary Step : Rs. 71,730/- (DMS Circular 01/2025)
Duty Place : Lanka Phosphate Limited, Eppawala

Age : Not below 22 years and not more than 45 years of age. Upper age limit will not be applied to internal candidates and those who are presently employed in government sector, state corporations/companies and statutory boards.

Duties and Responsibilities to the Post

- (01) Financial Reporting :- Preparing accurate financial statements, including balance sheets, income statements, and cash flow statements.
- (02) Tax Planning and Compliance:- Preparing and filling tax returns, ensuring compliance with tax regulations and providing tax planning services.

- (03) Budgeting and Forecasting:- Developing and managing budgets, forecasting financial performance, and analyzing financial data to identify trends and potential risks.
- (04) Financial Analysis:- Analyzing financial data, identifying areas for improvement, and providing recommendations to management.
- (05) Accounts Receivable and payable:- Managing Accounts receivable and payable, reconciling bank statements and processing payments and receipts.
- (06) Payroll Management:- Overseeing payroll processing, ensuring compliance with payroll regulations, and managing employee deductions.
- (07) Compliance:- Ensuring compliance with accounting standards, regulations, and legal requirements.
- (08) Technology:- Utilizing accounting software and other technologies to manage financial data and automate tasks.
- (09) Assets Verification and Disposal:- Handle all the assets verifications (fixed/inventory), recording assets, follow tender procedures.
- (10) Auditing:- Assist internal and external auditors to ensure the accuracy and integrity of financial records, fixed assets/ inventory records, etc.

03. RESEARCH AND DEVELOPMENT OFFICER (JM 1-1)
(01 Post in Junior Manager Category) Grade II

Educational Qualifications and Experience:

External :-

- (01) Bachelor's Degree in Chemical Science or any other degree which is relevant to the subject area obtained from a recognized university accredited by the University Grants Commission of Sri Lanka.

With

At least three years (03) post qualifying experience in the relevant area of following duties and responsibilities for the post. Working experience in an ISO 17025 : 2017 certified laboratory is an added experience

Internal :-

- (01) Fulill the above external qualifications.
- Or
- (02) Post of Management Assistant Technical (MA2-1) Category Grade II with minimum of five (05) years satisfactory service in the relevant field.

Salary Scale : JM 1-1 (Rs. 72,650 - 10x1,360 - 18x2,040 -122,970/-)
Initial Salary Step : Rs. 58,615/- (DMS Circular 01/2025)
Duty Place : Lanka Phosphate Limited, Eppawala

Age : Not below 22 years and not more than 45 years of age. Upper age limit will not be applied to internal candidates and those who are presently employed in government sector, State corporations/companies and statutory boards.

Duties and Responsibilities to the Post

- (01) Leading and managing R&D Projects :- Initial planning to commercialization, including leading teams, setting properties, and allocating resources.
- (02) Developing and implementing R&D Strategies:- Develop and Implement the R&D strategies that align with company's goals and market needs.
- (03) Team Leadership and Management :- Providing guidance and support, and ensuring the staff performance and productivity.
- (04) R&D Budget Management and Resource allocation :- Allocate resource effectively and monitor project costs to ensure projects stay within budget.
- (05) Monitoring' industry trends and innovations:- Monitoring Industry trends, Technological advancements, to identify opportunities for innovation.
- (06) Ensuring compliance and safety:- Ensure R&D activities comply with regulatory requirements, safety standards and ethical guidelines.
- (07) Reporting and Presentations:- Prepare and presentation reports on R&D progress, Project outcomes.
- (08) Overseeing daily laboratory operations, ensuring safety and compliance, managing personnel and maintaining the Lab's infrastructure, supervising staff, Maintaining equipment, ensuring compliance with regulations, collaborate with other sections.
- (09) Developing and implementing laboratory policies and procedures, preparing reports on laboratory activities and compliance, maintain records of all laboratory activities and experiments.

Service Agreement

Selected candidate should enter into a 3 years service contract agreement with the Company.

In addition to the above salary offered, the selected candidate will be entitled to EPF/ETF benefits, Government approved allowances, annual bonus, monthly attendance allowance, production incentives, meal allowance, benefits of medical scheme and personal accident insurance cover, internal loan facilities etc.

Applications with full Bio-data, contact details of two non-related referees and certified copies of educational certificates should be forwarded by registered post or email (infor@lp.lk) on or before 27.06.2025

The position applied for should be written on the top left-hand corner of the envelope.

Chairman,
Lanka Phosphate Limited (State Company),
Eppawala.

Tel. 0252249121

Date:- 15.06.2025