



# CONSUMER AFFAIRS AUTHORITY

Ministry of Industry and Commerce, Resettlement of Protracted Displaced Persons, Co-operative Development and Vocational Training & Skills Development



## VAGANCIES

Applications are invited from suitably qualified persons for the following vacated posts in the Consumer Affairs Authority.

### 01) Post of Director (Competition Promotion) HM 1-1 (01 post)

#### Job Description:

Responsible for the promotion and maintenance of a level playing field and competitive environment between suppliers of goods and services as prescribed by the Act, Undertake investigations into monopolistic or anti-competitive market practices, Collection and analysis of market statistics and recommending measures to protect consumers from abuse of dominant market positions, Responsible for setting up research programs necessary to provide a clear picture of the market environment to be used as a basis for directions issued by the Authority, Keep abreast of developments in the international arena for the prevention of anti-competitive and unfair trading practices and the protection of consumer rights, Establish and maintain effective relationships with other regulatory authorities and all stakeholder organizations.

#### Qualifications:

##### External:

A Bachelor's Degree in Economics, Agriculture Technology and Management (Specialized in Applied Economics and Business Management), Industrial Economics, Statistics or Marketing from a University recognized by the University Grants Commission and a Post Graduate Degree qualification (Masters) in a relevant field with 15 years post qualifying experience in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment.

##### Internal:

Minimum of Five (05) years satisfactory service in a post in the manager category (MM 1-1) Grade I in the subject area relevant to the post.

#### Salary Scale:

HM 1-1 2016: Rs. (81,670 - 15 x 2,270 - 115,720) - effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 73,042 p.m.

#### Allowances:

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

#### 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 120 Lts.

#### Age:

Should not be less than 35 years and not more than 55 years. Upper age limit is not applicable for internal candidates.

### 02) Post of Director (Consumer Affairs & Information) HM 1-1 (01 post)

#### Job Description:

Responsible for discharging the duties of the Authority with regard to public awareness, investigations into consumer complaints and consumer redress as prescribed by the Act. Promote public awareness of consumer rights and educate consumers with regard to matters of consumer health, safety and security. Promote and assist in the establishment of consumer organizations. Monitor the activities of the redress units in the designated regional offices. Responsible for inquiring into Consumer complaints of anti-competitive practices, unfair trade practices, restrictive trade practices and other forms of exploitation of consumers by traders. Promote the exchange of information relating to market conditions and consumer affairs with other institutions. Provide advocacy services on consumer rights and establishment of internet based systems for promoting consumer awareness and advice. Establish suitable procedures in order to promote alternate dispute resolution methods through mediation in order to bring redress to consumers. Monitor market investigations and raids. Conduct Consumer Research and provide necessary information on consumer matters for policy making. Establish and maintain effective relationships with mass media and all stakeholder organizations.

#### Qualifications:

##### External:

A Bachelor's Degree in Management, Marketing, Economics, Commerce or Science from a University recognized by the University Grants Commission and a Post Graduate Degree qualification (Masters) in relevant field with 15 years post qualifying experience in Managerial Level in a Corporation, Board or a reputed Mercantile Establishment.

##### Internal:

Minimum of Five (05) years satisfactory service in a post in the manager category (MM 1-1) Grade I in the subject area relevant to the post.

#### Salary Scale:

HM 1-1 2016: Rs. (81,670 - 15 x 2,270 - 115,720) - effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 73,042 p.m.

#### Allowances:

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

#### 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 120 Lts.

#### Age :

Should not be less than 35 years and not more than 55 years. Upper age limit is not applicable for internal candidates.

### 03) Post of Assistant Director (Legal & Enforcement) - MM 1-1 (02 posts)

#### Job Description:

Handling of consumer complaints and coordinate same at district level, Conduct inquiries in terms of the provisions of the Act, Drafting plaints, charge sheets in respect of actions instituted in courts in terms of the

provisions of the Act, Appearance on behalf of the Authority including the conducting of trials independently, Assist the Competition Promotion Division in conducting inquiries into complaints on anti competitive practices, Liaise with other regulatory bodies as and when required, Drafting, execution and/ or enforcement of agreements entered into by the Authority in terms of the provisions of the Act, Preparation of necessary documents in respect of court cases instituted against the Authority, Liaise with district offices of the Authority /respective District Secretaries on legal matters, Planning and conducting of awareness programs and any other duties assigned by the Director (Legal & Enforcement).

#### Qualifications:

##### External:

An Attorney at Law with at least 03 years post qualifying experience in Business or commercial environments in a Corporation, Board or a reputed Mercantile Establishment.

##### Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I, of the Consumer Affairs Authority.

#### Salary Scale:

MM 1-1 2016: Rs.(53,175 - 10 x 1,375 - 15 x 1,910 - 95,575) - effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 47,668 p.m.

#### Allowances:

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

#### Age:

Should not be less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

### 04) Post of Assistant Director (Regional Affairs) - MM 1-1 (06 posts)

#### Job Description:

Responsible for all functions at District level, Preparation and monitoring the action plans & budgets, Liaise with the District Secretary and other key officials of the District Secretariat offices, Co-ordinate with all officers attached to the Units in order to achieve the assigned performance targets, Identify and submit proposals to uplift the performance of District Units, Preparation and submission of progress reports, Planning and supervision of Field Investigations, Raids and Consumer Awareness programs, Co-ordinate the establishment of consumer societies, Maintenance of Data Bases on District Units, Planning and supervision of market surveys and submission of reports.

#### Qualifications:

##### External:

A Bachelors Degree in Management, Marketing, Economics, Commerce or Science from a University recognized by the University Grants Commission with at least 03 years post qualifying experience in Business or commercial environments in a Corporation, Board or a reputed Mercantile Establishment.

##### Internal:

Minimum of 05 years satisfactory service in a post in the Junior Manager category (JM 1-1) Grade I, of the Consumer Affairs Authority.

#### Salary Scale:

MM 1-1 2016: Rs.(53,175 - 10 x 1,375 - 15 x 1,910 - 95,575) - effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 47,668 p.m.

#### Allowances:

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

#### Age:

Should not be less than 30 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

### 05) Post of Senior Legal & Enforcement Officer (Grade II) JM 1-1 (01 post)

#### Job Description:

Handling of consumer complaints, Conducting of inquiries in terms of the provisions of the Act, Drafting of plaints, charge sheets in respects of actions instituted in courts in terms of the provision of the Act, Filing of court cases and appearance on behalf of the Authority including the conducting of trials, Assist the Competition Promotion division in conducting investigations in to complaints on anti-competitive practices and any other duties assigned by the Director.

#### Qualifications:

##### External: An Attorney at Law with

A minimum of 06 years post qualifying experience as a Legal Officer in a Corporation, Board or a reputed mercantile establishment.

##### Internal:

Minimum of 05 years satisfactory service in the relevant field in a post in the Enforcement / Operational / Extension category (MA 5-2).

#### Salary Scale:

JM 1-1 2016: Rs.(42,600 - 10 x 755 - 18 x 1,135 - 70,580) - effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 38,185 p.m.

#### Allowances:

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

#### Age:

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

### 06) Post of Costing Officer (Grade II) MA 5-2 (02 posts)

#### Job Description:

Assist in the costing of products, Assist in the regulation of prices of specified goods and services, Monitoring the collection of data and maintenance of databases, Study and report on the international market price variation of commodities, Assist in conducting Efficiency Studies, Any other duties assigned by the Director.

#### Qualifications:

**External:** A Bachelors Degree from a University recognized by the University Grants Commission in Accountancy, Commerce or Management.

or

Intermediate Level in CIMA, ICASL, ACCA, CMA or any other professional accounting body.

#### Additional Qualifications:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

#### Salary Scale:

MA 5-2 2016: Rs. (36,850 - 10 x 755 - 15 x 930 - 5 x 1,135 - 64,025) effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 33,050 p.m.

#### Allowances:

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

#### 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.

### 07) Post of Administration Officer (Grade II) MA 5-2 (02 posts)

#### Job Description:

Assist in procurement of goods and services, Assist in recruitment of employees, Preparation of utility bills, salary information, schedules on retirement benefits, attendance and leave records, Maintenance of records relevant to control of transportation, Maintain cleanliness of premises and attending to health and safety measures, Co-ordination of EPF/ETF, Gratuity payments and other retirement benefits with relevant institutions, Processing of loans, salary and other advances of employees, Assist in implementation of all agreements with service providers, Handling the mail, Maintaining and updating of HR management systems, Assist in identifying the training requirement of employees and implementation of training plans, Monitoring the progress of the training programs attended by the employees, Assist in conducting all internal examinations, Assist in periodical Performance Evaluations of the employees and any other duties assigned by the Director.

#### Qualifications:

**External:** A Bachelors Degree from a University recognized by the University Grants Commission in Business Administration/Public Administration/ Business Management.

#### Additional Qualifications:

A Post Graduate Diploma from a recognized institution in the relevant field would be an advantage.

#### Salary Scale:

MA 5-2 2016: Rs.(36,850 - 10 x 755 - 15 x 930 - 5 x 1,135 - 64,025) effective from 01/01/2020 } In terms of DMS Circular No. 02/2016  
Salary on Appointment (2019) : Rs. 33,050 p.m.

#### Allowances:

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

#### 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.

#### General at Recruitment

##### Salary at Recruitment

Persons recruited externally will be paid salary in terms of DMS circular No. 02/2016 and other relevant circulars. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code-I.

##### Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund and provisions as per relevant government circulars.

An external employee appointed to this post will be on probation for a period of three years.

Should be a citizen of Sri Lanka.

Should be ready to serve in any part of the Island.

Should be physically and mentally fit to discharge the duties of the post well.

Should be of excellent moral character.

Eligible candidates are invited to submit their applications under registered cover to the address given below on or before **02.07.2019**. Copies of the relevant certificates in proof of qualifications should also be attached with the application. The internal candidates should forward their applications through their heads of divisions. Applications from employees in the state sector should be forwarded through their heads of the Institutions. Applications which do not conform to the above requirements, incomplete applications and applications sent after the closing date will be rejected. The post applied for should be stated on the top left-hand corner of the envelope.

Director General,

Consumer Affairs Authority,  
2nd Floor, CWE Secretariat Building,  
No. 27, Vauxhall Street,  
Colombo 02.

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