



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

V A C A N C Y

Applications are invited for the following post in our Organization.

ASSISTANT MANAGER - SECURITY

(Grade A-5)
(Permanent Basis)

Qualifications required

Minimum of eight (08) years unblemished experience as a Commissioned Officer of Army, Navy, Air force or Gazetted officer of Sri Lanka Police and out of which minimum of four (04) years should be at the capacity of an Inspector of Sri Lanka Police, Captain/equivalent or higher ranker of Sri Lanka Army / Navy or Air force.

Diploma or higher qualification in the field of military or defense would be a distinguishable added qualification.

Age limit: Below 45 Years.

Please note :

This age limit is not applicable for the employees who are presently in the service of Government Ministries / Departments / Statutory Bodies / fully owned Government Companies.

Scope of work

1. To assist Manager (Security) to coordinate day today security duties in Bulk Depots and to supervise any changes and other related security matters.
2. To deputize Manager (Security) in his absence to attend Security Conferences and other meetings and discussions.
3. Preparation of Security related instructions/manuals and to conduct investigation as and when required in Bulk Depots.
4. Should be able to play a leading role in an emergency situation in Bulk Depots and to conduct rehearsals on Security Contingency Plan and to issue security instructions with the help of Manager (Security).
5. To supervise day today security activities in Bulk Depots and to submit daily situation reports to Manager (Security) daily through SAP.
6. To maintain records/services of weapons/ammunition/radio sets in Bulk Depots and perform annual visits to Bulk Depots and submit reports.
7. To build up good public relation with all Police Stations and Army Camps closer to Bulk Depots and to obtain their support in an emergency.
8. To prepare productive suggestions and plans in change of duties in Bulk Depots and to assist Manager (Security) to implement suggestions.
9. To look after welfare of Security Personnel in Bulk Depots including their uniform and other needs with the help of Depot Superintendent.
10. To study Security Personnel annual transfers and other transfers of the Bulk Depots and forward recommendations to Manager (Security).
11. To organize annual live firing practices and other training in Terminal and Bulk Depots and to attend these programmes.
12. Gather information regarding any crisis in Bulk Depots and to activate/coordinate Crisis Contingency Plan as and when required.
13. To perform night duties as per the instructions of Manger (Security).

Note: Should have proficiency in English Language and Computer Literate.

Salary Scale: Rs. 127,120 – 5 x 1,695 : 10 x 2,230 = 157,895/-

Fringe Benefits:

- Allowances: meal, terminal and attendance incentive etc.,
- Two months annual bonus & one month medical bonus
- Medical Insurance Cover
- Loan facilities

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Degree Certificate and/or Certificates of experience with names and addresses of two non related referees under registered post to reach the Human Resource Manager on or before 29.09.2020 indicating the post applied for on the top left-hand corner of the envelope.

Applications which are not comprehensive enough to verify above requirements will be rejected.

Human Resource Manager

Ceylon Petroleum Storage Terminals Limited (CPSTL)
Kolonnawa, Wellampitiya.
Tel: 2572597 / 2572307



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

The previous advertisement dated 25.09.2018 is hereby cancelled.

V A C A N C Y

Applications are invited for the following post in our Organization.

DEPUTY MANAGER - SECURITY

(Grade A-4)
(Permanent Basis)

Qualifications required

Minimum of ten (10) years unblemished experience as a Commissioned Officer of Army, Navy, Air force or Gazetted officer or Sri Lanka Police and out of which five (05) years should be at the capacity of an Inspector of Sri Lanka Police, Captain/equivalent or higher ranker of Sri Lanka Army / Navy or Air force.

Having a Degree or Diploma in Management or Business Administration or in the field of military or defense obtained from a UGC accepted University will be a distinguishable added qualification.

Age limit: Less than 45 Years.

Please note :

This age limit is not applicable for the employees who are presently in the service of Government Ministries / Departments / Statutory Bodies / fully owned Government Companies.

Scope of work

1. To assist Manager Security, in preparation of plans for providing security to employees and assets mainly in Kolonnawa Installation and other locations of the Company.
2. Directly involve in handling all security matters and responsible for Kolonnawa Installation round the clock.
3. Be the responsible officer for all firearms, ammunitions, radio sets including other relevant equipment in Kolonnawa Installation and conduct periodical maintenance.
4. Responsible for preparation of contingency plan and other productive, innovative plans in order to minimize the threats and to prepare threat analysis proposals.
5. Should be able to conduct annual live firing practices/dry practices and other security regular trainings (weapon, physical training and other relevant lectures) and to familiarize with firing orders and organizing regular training programmes.
6. Compulsory supervising of security personnel detailing for troops to task in Kolonnawa Installation and to maintain daily occurrence books and all other relevant documents. Also to look after the welfare/other relevant needs of security personnel in Kolonnawa Installation.
7. Should be able to conduct preliminary investigations and submit reports as and when required and gathering information in order to protect Kolonnawa & Muthurajawela Installations and all Bulk Depots.
8. Should be able to perform night duties and prepare night rosters as well.
9. Should be able to conduct rehearsals (contingency, security and crisis) and attend any real time crisis.
10. To deputize Manager Security in his absence and attend Security Conferences/other Conferences and to build good PR with Armed Forces and Police and other relevant organizations.

Note: Should have proficiency in English Language and Computer Literate.

Salary scale : Rs. 135,400 - 5 x 1,910 : 10 x 2,335 = 168,300/-

Fringe Benefits:

- Allowances: fuel, meal, terminal and attendance incentive etc.,
- Two months annual bonus & one month medical bonus
- Medical Insurance Cover
- Loan facilities

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

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