



MINISTRY OF INDUSTRIES

INDUSTRIAL TECHNOLOGY INSTITUTE
363, BAUDDHALOKA MAWATHA, COLOMBO 7



Industrial Technology Institute (ITI) {formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**} a Statutory Board functioning under the Ministry of Industries is a Multidisciplinary Research Institute in Sri Lanka dedicated to the promotion of industrial development through R & D, Contract, Consultancy, Training and Technical Services.

The Institute seeks dynamic, energetic and resourceful candidates for the following post and the most suitable among the applicants will be selected to fill the vacancies. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. Senior Legal Officer (MM 1-1 II)
Qualifications & Experience (1or 2 below):

1. A Degree in Law which is recognized by the University Grant Commission, Sri Lanka and Attorney-at-Law and Notary Public **AND** three (03) years post qualifying experience in relevant field to the post.
2. An Attorney –at –Law and Notary Public **AND** five (05) years post qualifying experience in relevant field to the post.

Note: - Candidates who have experience in attending courts, litigation work, knowledge & experience in court procedures and hands-on experience in drafting agreements and other legal documents are encouraged to apply.

Job Description :

1. The legal officer gives legal advice to upper-level staff to ensure the best legal approach is taken for ITI. He /She advise them on matters of constitutional and national law.
2. He/ She may have to handle conflicting legal matters that involve international, public, and private law. In many cases, the legal officer has to present information on a written or oral platform that all associates and staff can understand.
3. Whatever legal advice the officer offers must coincide with existing laws. As an administrator, he/she must promote strong relationships with partners and clients of ITI. This could mean acting as a liaison between partners and work groups.
4. Drawing up and submitting major contracts, agreements and other legal documents are the responsibility of this person.
5. A legal officer must research different information to make sure the corporation or agency is acting in accord with all applicable laws. She/he also researches proposals for fundraising ventures to provide a legal perspective.
6. Appear in courts, represent Institute and its employees in all legal matters pertaining to the institute functions/affairs.

Age : should be not less than 22 years and not more than 45 years.

Salary : Rs.53,175-10x1,375-15x1,910-95,575/-

Other benefits applicable for the above positions

- The selected candidates may be entitled to performance based incentives, contributory medical insurance scheme and other benefit schemes implemented by the institute.
- The Institutes operates its own Provident Fund Scheme towards which the employees contribute 10% of the Gross Salary and the Institute contributes 15%. A further 3% of the salary will be contributed by the employer to the Employees Trust Fund.
- Applicants presently employed in Government Departments/State Corporations/Statutory Boards should send in their applications through the respective heads of their Establishments. An advance copy of the application may be sent direct.
- **Applicants are requested to use the given format in the ITI web (www.iti.lk) when submitting your application. Applications that do not conform to these requirements will be rejected.** Duly completed application with photocopies of certificates of Educational and Professional qualifications and experience together with names and addresses of two non-related referees should be sent under registered post to the address given below on or before **08.12.2023**
- The post in respect of which the application has been made should be indicated on the top left corner of the envelope.

Director General/CEO
Industrial Technology Institute
363, Bauddhaloka Mawatha,
Colombo 07.

www.iti.lk