



MINISTRY OF SCIENCE, TECHNOLOGY & RESEARCH
INDUSTRIAL TECHNOLOGY INSTITUTE
363, BAUDDHALOKA MAWATHA, COLOMBO 7



The Industrial Technology Institute (ITI) {formerly **Ceylon Institute of Scientific & Industrial Research (CISIR)**} a Statutory Board functioning under the Ministry of Science , Technology & Research 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 posts and the most suitable among the applicants will be selected to fill the vacancies in particular sections. Applications are invited from citizens of Sri Lanka who possess the necessary qualifications and experience.

1. Additional Director General (Research & Development) (HM 2-2)
Minimum Qualifications/Experience
(1 or 2 below)

1. B Sc. Special Degree (04 years) with a 1st class or 2nd class in Science / Engineering which is recognized by the University Grants Commission, Sri Lanka **AND** a Postgraduate Degree (by research) in Science / Engineering which is recognized by the University Grants Commission, Sri Lanka **OR** Charter from a professional body recognized by the Institute of Engineers **AND** 18 years relevant experience after the first degree of which Six (06) years should be at Senior Manager Level and Five (05) years evidence as a researcher orchestrated by continuous research publications, technology transfer etc.
2. B Sc. Special Degree (04 years) in Science or Engineering **OR** B Sc General Degree in Science with a 1st class or 2nd class which is recognized by the University Grants Commission, Sri Lanka **AND** a PhD Degree in Science/Engineering which is recognized by the University Grants commission, Sri Lanka **AND** 18 years relevant experience after the first degree of which six (06) years should be at Senior Manager Level and Five (05) years evidence as a researcher orchestrated by continuous research publications, technology transfer etc.

Job Description:

1. Provide strong leadership and management skills including the use of ICT to improve internal processes and efficient delivery of services.
2. Ensure that the allocated resources are effectively managed and the services are delivered on time.
3. Identify and analyze problems, develop and implement remedial strategies wherever necessary.
4. Recognize opportunities for improvement and adapt in managing change.
5. Develop long-range human resources plan for the division.
6. Promote linkages between ITI and industry via explicit mechanisms such as contract research, consultancies, training and exchange of manpower.
7. Ensure that research and technological services are done, keeping to benchmark standards.
8. Ensure that the ITI code of conduct, systems and procedures are clearly communicated within the division and those standards are maintained.
9. Study and analyze technology and market trends and forecasts to identify niche areas of opportunity, partners, customers, competitors and markets.
10. Set job descriptions and Key Performance Indicators to individuals/sections linked to ITI targets, both financial and non financial and periodically monitor and guide sections to achieve such targets.
11. Establish synergistic alliances and networks with foreign R & D institutions for research and technological services that have both global and national implications.
12. Solicit funding from Government and other Agencies, including International organizations for R & D and or Technological Services that are of value to the nation.
13. Identify and develop expertise in areas where Sri Lanka is likely to have competitive advantage by strengthening such thrust areas.
14. Develop skills amongst Scientists and Engineers in Intellectual Property (IP) literacy and stimulate IP oriented research and technology transfer to gain business advantage.

15. Assist the Director General in overall management of the Institute and perform any other duties assigned by him towards achieving institute's overall objectives.

2. Research Fellow (HM 2-1)

Minimum Qualifications/Experience

(1 or 2 or 3 below)

1. B Sc Special Degree (04 years) with a 1st class or 2nd class in Science / Engineering which is recognized by the University Grant Commission, Sri Lanka
AND
A Postgraduate Degree (by research) in Science/Engineering which is recognized by the University Grant Commission, Sri Lanka **OR** Charter from a professional body recognized by the Institute of Engineers, Sri Lanka
AND
18 years relevant experience after the first degree of which Five (05) years should be at a Senior Management Level.
2. B Sc. Special Degree (04 years) in Science/Engineering which is recognized by the University Grant Commission, Sri Lanka
AND
A PhD Degree in Science/Engineering which is recognized by the University Grant Commission, Sri Lanka
AND
18 years relevant experience after the first degree of which the Five (or years) should be at a Senior Management Level.
3. B Sc Degree (04 years) with 1st class or 2nd class **OR** B Sc Degree (03 years) with 1st class or 2nd class in Science which is recognized by the University Grant Commission, Sri Lanka.
AND
A Ph D Degree in Science which is recognized by the University Grant Commission, Sri Lanka
AND
18 years relevant experience after the first degree at managerial level out of which Five (05 years) should be at a Senior Management Level.

AND

Job Description

1. To identify and implement new research / development / contract projects / programmes in accordance with the National R&D/ S&T Strategy.
2. To identify and establish / develop new technological services / analytical facilities in accordance with the National & International needs to support the industry.
3. To build research groups/ team in priority areas and make an effective contribution to the National Development.
4. To forge public private partnerships to take research/ development outputs to the market.
5. To actively promote the R&D & Technology development culture, facilitate career development of junior staff, organize/ conduct in house training of staff, introduction, curriculum development & conduct of training courses to industry, use of ICT and other related tools to improve performance of the sections in delivering its services.
6. To actively promote the use of ICT and related management tools to improve performance of the section in delivering its services.
7. As a Group Leader support the Head of the Section and the Management in effectively implementing the institute internal process such as the quality system, ERP System, Procurement Committee, Safety Committee, Energy Committee, ICT Committee etc.

3. Institute Secretary (HM 1-3)
Minimum Qualifications/Experience

A Bachelor's Degree in Arts, Commerce, Management, Law, Administration or Science which is recognized by the University Grant Commission, Sri Lanka

AND

A Postgraduate qualification (Masters') in Management / Law which is recognized by the University Grant Commission, Sri Lanka **OR** an attorney-at-law with Notary Public **OR** Chartered Secretary with Associate Membership of the Institute Chartered Secretaries and Administration, which is relevant to the subject areas of the post.

AND

A minimum of 15 years experience in a relevant field after the first degree at a "Managerial level " in a Corporation, Statutory Board / Institution or a reputed private institution.

Job Description:

1. As Secretary to the Board of Management responsible for the coordination of meetings, maintaining minutes and necessary follow up actions to ensure timely implementation of the decisions.
2. Managing all processes with respect to Institute legislation and regulations and ensuring that the Board members are kept informed of the objectives and legislation of the institute especially in the decision making process.
3. Assuring that legal relations with employees conform to accepted legal norms of the institute and the country.
4. Provide legal advice to the MBD on IP related matters including technology transfer agreements, licensing, Royalty arrangements etc.
5. Identifying non-adherence to legal and other regulatory requirements and make recommendations for rectification of issues.
6. Any other duties assigned by the Director General and/or Governing Board of ITI.

4. Chief Accountant (HM 1-1)
Minimum Qualifications/Experience
(1 or 2 below)

1. A Bachelor's degree in Management, Accountancy or Commerce which is recognized the University Grant Commission, Sri Lanka

WITH

A Postgraduate qualification (Masters')in Accountancy or Finance which is recognized by the University Grant Commission, Sri Lanka **OR** Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

AND

Minimum of 13 years post qualifying experience in Accountancy/Financial Management / Auditing at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed private institution.

2. Full Membership of the Institute of Chartered Accountants of Sri Lanka/Chartered Institute of Management Accountants/ Associations of Certified and Corporate Accountants / Certified Management Accountants.

AND

Minimum of 13 years post qualifying experience in Accountancy / Financial Management / Auditing at a "Managerial Level" in a Corporation, Statutory Board / Institution or a reputed private institution.

Job Description

1. Control and Manage as per the standard accounting practices all financial matters of the institute.
2. Preparation of annual financial budget of the ITI.
3. Preparation of final accounts.
4. Coordinate with sections and auditors and assist Senior Deputy Director (Finance) in replying audit queries, taking corrective actions to rectify issues and preventive actions to minimize future audit queries.
5. Submission of quarterly financial and physical progress reports to the management and Ministry as per the annual budget.

6. Guide, supervise and minor staff of the Finance Department of the ITI.
7. Preparation of monthly financial reports to the Board and the Management Committee.
8. To actively participate in improving financial performance of ITI, particularly through the use of ICT and other innovative methods.
9. Any other duties assigned by the Director (Finance), Additional Director General (A&O) and or Director General.

5. **Senior Legal Officer (MM 1-1 II)**

Minimum Qualifications/Experience

(1 or 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.

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 workgroups.
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 researchers 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

6. **Senior Marketing Officer (MM 1-1 II)**

Minimum Qualifications/Experience

(1 or 2 below)

1. A Bachelor's Degree in Marketing, Commerce, Management or Science which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying marketing related activity experience in relevant field to the post.
2. Having passed the intermediate examination of the Chartered Institute of Marketing **AND** a minimum three (03) years post qualifying Marketing related activity experience in the relevant field to the post.

Job Description

1. Assist SDD (MBD) to develop and direct an integrated and effective marketing communications strategy for the institute.
2. Assist SDD (MBD) to identify and lead market intelligence gathering and analyze data for institute strategic planning.
3. Assist SDD (MBD) to establish a pricing policy for the institute and promote the strategic and creative use of such policies.
4. Assist SDD (MBD) to establish and promote the use of metrics to improve effectiveness of marketing activities.

5. Formulate both short and long term marketing plan in consultation with SDD (MBD) to achieve institute's objectives.
6. Identify the macro trends in industry/business and give feedback to the Divisions for forward planning.
7. Build strong link with other relevant stakeholders, universities, S&T institutions etc., for joint activities that are mutually beneficial.

7. Senior Administrative Officer - HR(MM1-1II)

Minimum Qualifications/Experience

A Bachelor's Degree in Human Resource,, Commerce, Management, Administration or Science which is recognized by the University Grant Commission, Sri Lanka **AND** three (03) years post qualifying experience in Human Resource activities and administration relevant to the post.

Job Description

1. Guide and ensure timely delivery of activities of subordinates in the section.
2. Assisting the Section Head on day to day HR functions effectively.
3. Assisting the Additional Director Generals/Director General on troubleshooting HR related issues when and if necessary.
4. Preparation and implementation of a sound Human Resources Plan.
5. Responsible for recruitments/promotions as per institute guidelines in a timely manner.
6. Implementation of the HR modules of the ERP system for effective implementation of the internal processes.
7. Responsible for planning and implementing HRD plan in areas such as English, IT, General Administration etc.
8. Any other duties assigned by the Head of the Section/Additional Director General (A&O)/Director General.

8. Stores Officer (JM 1-2 II)

Minimum Qualifications/Experience

A Bachelor's Degree in Commerce, Management, Logistics or Science which is recognized by the University Grant Commission, Sri Lanka **WITH** one (01) year post qualifying relevant experience.

Job Description

1. Maintain stocks/materials/equipment in a safe and secure manner and enter all items received in the relevant module of the ERP system.
2. Responsible for the administration of the stores procedure and personnel including process, documentation staff leaves etc.
3. Assist section to maintain and manage relevant module in the ERP system.
4. To ensure efficient management of stock and ensure timely delivery of consumables to the sections.
5. Arranging for auctioning of obsolete items/damaged and /or spoilt items, as per approved procedures.
6. Supervising and guiding Management Assistants (MA 1-2) and primary level workers in the relevant section.
7. Any other duties assigned by the Head of the section.

9. Glass Blower (MA 2-2 III)

Minimum Qualifications/Experience

Having successfully completed a Diploma or Certificate Course not below than the National Vocational Qualification Level 5 in the relevant subject area, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Job Description

1. Shapes gather into glassware by blowing through blowpipe: Receives blowpipe from gatherer and examines gather on blowpipe for imperfections, utilizing knowledge of molten glass characteristics.

2. Blows through pipe to inflate gather while rotating pipe to prevent sagging and to obtain desired shape, or blows and rotates gather in mold or on board to obtain final shape.
3. Dip end of blowpipe into molten glass to collect gather on head of pipe.
4. Strike neck of finished article to separate article from blow pipe.
5. Pull gather with tongs to aid in shaping.
6. Use compressed air to inflate gather.
7. Any other duties assigned by the Head of the Section.

10. Primary Level Skilled (PL 3 – III)

Electrician, Fitter , Plumber, Tinker

Minimum Qualifications/Experience

Having obtained proficiency certificate not below than the National Vocational Qualification Level four (04) or equivalent issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

Job Description

Electrician :

1. Carry out electrical wiring as per standards and regulations.
2. Carry out inspection, testing, fault findings and repair of electrical installations.
3. Repair/Service electric motors, control panels.
4. Install /service/repair or replace electronic/electrical control systems.
5. Any other duties assigned by the immediate supervisor/Head of the section.

Fitter :

1. Gas and arc welding work on sheet metals/pipes as per the instructions, drawings and sketches given.
2. Gas cutting of sheet metal and metal sections as per the instructions, drawings and sketches given.
3. Preparation of work pieces for welding as per the instructions, drawings and sketches given.
4. Assembling of completed work pieces, belt drives, gears, pipelines etc.
5. Workshop fitting works/lathe machine works.
6. Preparation of work pieces as per the instructions, drawings and sketches given.
7. Assembling and fixing work of electric motors, belt drives, bearings, pumps and pipe lines etc.
8. Any other duties assigned by the immediate supervisor/Head of the section.

Plumber:

1. Installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution, waste water disposal and drainage systems of ITI including painting.
2. Any other duties assigned by the immediate supervisor /Head of the section.

Tinker

1. Carry out tinkering work of vehicles, equipment and steel furniture including painting.
2. Any other duties assigned by the immediate supervisor/Head of the section.

11. Primary Level Skilled (PL 2 – III)
Library Attendant
Minimum Qualifications/Experience

GCE (O/L) with six subjects **AND** Having obtained proficiency certificate not below than the National Vocational Qualification Level 2, issued by a Technical Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

Job Description

1. Cleaning the Information Services Centre and maintaining housekeeping as per the Quality System of the Institute.
2. Sorting and shifting of library materials, such as books, periodicals and documents to respective sections.
3. Undertaking duplicate work, such as photocopying and resograph printing.
4. Undertaking laminating and binding of documents.
5. Searching out for the damaged books and periodicals, mending them and preparing them for binding.
6. Assisting in searching of books, periodicals and finding / tracing of misplaced books and periodicals.
7. Delivering mail and other documents to relevant sections and institutes.
8. Collection of books / parcels from relevant institutes.
9. Safe handling of library material, equipment and computers.
10. Any other duties assigned by the Director General/Head/Staff of the Section.

***Age:**

HM 2-2	Should not be less than 35 years and not more than 55 years
HM 2-1	Should not be less than 35 years and not more than 55 years
HM 1-3	Should not be less than 35 years and not more than 55 years
MM 1-1-II	Should not be less than 22 years and not more than 45 years
JM 1-2 II	Should be not less than 22 years and not more than 45 years
MA 2-2 III	Should be not less than 18 years and not more than 45 years
PL 3- III	Should be not less than 18 years and not more than 45 years
PL 2 – III	Should be not less than 18 years and not more than 45 years

* This upper age limit will not apply to the employees of the Government Departments / Corporations

Salary Scales:

HM 2-2 :	Rs.93,020-12x2700-125,420/- w.e.f. 01.01.2020 as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scale :Rs.83,367.00 (Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)
HM 2-1	Rs.91,645-12x2,700-124,045/- w.e.f. 01.01.2020 as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scale :Rs.82,122.00 (Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)
HM 1-3:	Rs.86,865-15 x 2,270-120,915/- w.e.f. 01.01.2020 as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.77,841.00 (Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)
HM 1-1	Rs.80,295-15x2,270-Rs.114,345/- /- w.e.f. 01.01.2020 as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scale Rs.71,942.00

(Plus Government Approved Allowances including Transport Allowance of Rs.64,040/-)

MM 1-1 – II	:Rs.53,175-10x1,375-15 x1,910-95,575/- w.e.f. 01.01.2020 as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.47,668.00 (Plus Government Approved Allowances)
JM 1-2 II:	Rs.[43,355 - 10 x 755 - 18 x 1,135 – 71,335/- w.e.f. 01.01.2020as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.38,862.00 (Plus Government Approved allowances)
MA 2-2 III:	Rs.30,310-10x300-07x350-4x600-20x710-52.360/-w.e.f. 01.01.2020as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.27,170.00 + Rs.382.00 (Adjustment Allowance) (Plus Government Approved allowances)
MA 1-2 III:	Rs.27910-10x300-07x350-12x600-12x710-49,080.00w.e.f. 01.01.2020as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.25,018.00 + Rs.1,200.00 (Adjustment Allowance) (Plus Government Approved allowances)
PL 3-III:	Rs.26,920-10x270-10x300-10x330-12x350-39,490.00w.e.f. 01.01.2020as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.23,566.00 + Rs.1,755.00 (Adjustment Allowance) (Plus Government Approved allowances)
PL 2-III:	Rs.27,750-10x270-10x300-10x330-12x350-38950.00 w.e.f. 01.01.2020as per the Management Circular 02/2016 Salary Step specified for as at 01.01.2019 of the salary scaleRs.23,082.00 + Rs.1,940.00 (Adjustment Allowance) (Plus Government Approved allowances)

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 2019.06.12**
- The post in respect of which the application has been made should be indicated on the top left corner of the envelope.

Director General
Industrial Technology Institute
363, BauddhalokaMawatha,
Colombo 07.

www.iti.lk