

**CEYLON PETROLEUM CORPORATION**  
**HEAD OFFICE**  
**VACANCY**

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Post in the service of the Corporation.

GRADE	POST	SALARY
A - 5	ASSISTANT MANAGER (COMMERCIAL)	RS. <u>158900 - 197400</u> 5x2120:10x2790

NATURE OF APPOINTMENT : PERMANENT (TWO VACANCY)

**REQUIRED QUALIFICATIONS FOR THE ABOVE POST**

01. Honours Degree of a recognized University or equivalent with five years post degree experience in the relevant field.  
OR
02. General Degree of a recognized University or equivalent qualification with six years post degree experience in the relevant field.  
OR
03. N.D.T or equivalent qualifications of a recognized University or Institute with eight years post qualifying experience in the relevant field or six years experience at executive level in the relevant field.

**JOB DESCRIPTION**

- ☞ Obtaining Tanker Chartering services, preparation of Tender documents, taking steps to prepare relevant documents required for Technical Evaluation Committee and Cabinet Appointed Procurement Committee.
- ☞ Obtaining Import and Export License, preparation relevant documents to be sent to Attorney General's Department and Legal Function, Opening of Letter of Credit and covering up duties of payments with the assistance of Finance Function.
- ☞ Preparation of documents required for registration of new suppliers, demurrage payments and other documents required for the Function.
- ☞ Duties to be fulfilled in connection to Operations Divisions, Independent Inspectors and International Oil Pollution Compensation Fund.
- ☞ Preparation of Corporate Plan, Action Plan and Procurement Plan of the Function and maintenance of SAP and Platts network and related data of the Commercial Function.
- ☞ Fulfilling responsibilities in relation to Corporate Plan, Action Plan and Procurement Plan of the Function.
- ☞ Coordination with CEB, Ports Authority and Banks and duties pertaining to Aviation Fuel Supply Agreements and maintenance of data and overseeing the general administration of the Function.

**AGE LIMIT**

Should not be more than 45 years of age as at closing date of applications.  
(The upper age limit will not be applicable to those who are in Public Service, State Corporation or a Statutory Board)

**COMMON REQUIREMENTS**

- ☞ Should bear an excellent moral Character
- ☞ Should be physically and mentally fit to handle the roles and responsibilities of this position
- ☞ Should have obtained minimum qualifications and experience requirements on or before the date indicated in the advertisement

**FRINGE BENEFITS**

Free Medical facilities including Nursing Home facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

**HOW TO APPLY**

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down loaded from the official website of the Ceylon Petroleum Corporation [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk)

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

***The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 13-05-2021.***

***The application not complying the above requirements will be rejected.***



**MANAGING DIRECTOR  
CEYLON PETROLEUM CORPORATION  
NO. 609, DR. DANISTER DE SILVA MAWATHA  
COLOMBO 09**

23-04-2021  
S/sn