



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

V A C A N C Y

Applications are invited for the following post in our Organization.

ASSISTANT INVESTIGATION OFFICER (Grade B-2)

Qualifications required

1. A Bachelor's Degree of a recognized university in the field of Management, Administration, Statistics, Economics or equivalent with six (06) years experience related to the investigation field. (Government accepted Commission or equivalent Investigation/Intelligent Unit)

OR

2. Minimum of three (03) years unblemished service as a non commissioned officer of Military Police, Navy Police, Air Force Police at the rank of Warrant Officer or higher rank or and Sub Inspector and above of Sri Lanka Police Department with total eight (08) years experience in the field of investigation.

Fluent in English Language, and computer literacy would be definitely an added advantage.

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. They should submit their applications through their Heads of Departments.

Scope of work

1. Conduct the investigations/inspections/surprise checks in Kolonnawa and Muthurajawela Terminals, BulkDepots, and all other activities related to misconducts, frauds, theft of company properties and assets.
2. Preparation of investigation reports and disciplinary action files to fulfill the requirement of immediate supervisor and maintain the confidentiality and capability to work with other in-house and outside parties in cordial manner.
3. Liaise and coordinate with external government and non government bodies in relation to investigation matters and maintain a cordial relationship with such bodies.

Common Requirements:

- Should be a citizen of Sri Lanka
- Should bear an excellent moral character.
- Should be physically and mentally fit to handle the roles and responsibilities of this position.
- Should have obtained required qualifications and experience on or before the date indicated in the advertisement.
- Should have proficiency in English and computer literacy.

Salary scale : Rs. 66,260 - 5 x 765 : 10 x 910 = 79,185/-

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.

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 26.05.2018 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