



VACANCIES



STATE PHARMACEUTICALS MANUFACTURING CORPORATION

STATE MINISTRY OF PHARMACEUTICAL PRODUCTION, SUPPLY AND REGULATION

We are looking for qualified, dynamic, self-motivated, career ambitious, team players to join SPMC to fill the following vacancies.

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.

1. POST OF MANAGER PRODUCTION

(MM 1-1 – GRADE II)

Qualifications: External Candidates

(a) (i) First Degree in Natural Sciences, Pharmacy or Engineering from a University recognized by the University Grants Commission,

Or

(ii) Any other equivalent Bachelors' Degree of a University/Institution recognized by the University Grants Commission,

And

(b) Computer Literacy,

And

(c) Minimum of 05 years post qualifying experience relevant to the field of Production of Pharmaceuticals.

Qualifications: Internal Candidates

- Having obtained the qualification required by the external candidate
Or
- Completion of minimum 5 years satisfactory service in a post in the Junior Manager Category (JM 1-1) in the subject area relevant to the post

● Salary Scale :

MM 1.1- 2016- Rs.53,175/= - 10 x 1,375/= - 15 x 1,910/= - 95,575/=

In addition to the above salaries, government approved allowances are also paid.

- **Age:** Should not be less than 22 years and not more than 45 years. The upper age limit will not be applicable to internal applicants.
- Method of Recruitment - Written competitive examination and structured interview.

Fringe Benefits for the post of Manager Production :

- Attendance & performance incentive.
- Encashment of unutilized annual and sick leave.
- Provide Medical insurance scheme and Medical reimbursement scheme.
- 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.
- Gratuity will be paid in accordance with the Gratuity Act No. 12 of 1983 and MSD circular No. 2/2016 on 25.04.2016.
- Other Fringe Benefits

2. POST OF PROJECT SECRETARY - (Contract Basis for 03 years)

We are finding a Proactive, Mature ,take initiative and well organized person with ability to work fast under pressure, with an attention to all details highly resourceful, ability to multi-task and work independently as well as in a team for the post of Project Secretary, has be responsible to the Project team for all matters relating to SPMC construction Project for new manufacturing plant in Horana, Millewa.

Main Duties of the Project Secretary;

- Maintain all the documentation securely
- Preparation of letters, documents and other related Correspondence
- Assist Project Co-ordinator to carry out tasks given by the Project Management Committee and Steering Committee
- According to the requirements of SPMC, additional tasks will be assigned

Qualifications :

- Pass GCE (A/L) Examination or Diploma in Business Administration, with certifications in secretarial studies
- Fluent in English Language, good written and verbal communications, especially in preparing the minutes of the meetings (office and field)
- Professional and pleasant personality with inter personal skills
- Minimum of two years experience in a project secretarial role
- Proficient in MS Office applications (Excel, Word and Power Point)

Salary : Rs. 60,000/= Per month

- Method of Recruitment - Structured interview.

Fringe Benefits for the post of Project Secretary :

- 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.
- Other Fringe Benefits

General Instructions:

- Application using the prescribed form should be forwarded with names , 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 downloaded from the official Website of the State Pharmaceuticals Manufacturing Corporation <http://www.spmclanka.lk>
- Applications from employees in Government Department 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 contain the application should be sent to the following address by registered Post within 07 days of this advertisement.
- The applications not complying the above requirements will be rejected.

Chairman

State Pharmaceuticals Manufacturing Corporation

No. 11, Sir John Kotelawala Mawatha

Kandawala Estate - Ratmalana.