



# JANATHA ESTATES DEVELOPMENT BOARD

## Ministry of Agriculture

### Vacancies (Contract)

**Applications are hereby invited from qualified and eligible candidates to recruit for undermentioned posts vacant at Janatha Estates Development Board**

#### 01. DEPUTY GENERAL MANAGER - FINANCE (CONTRACT)

Responsible for formulating Policies, Office Guidance and provide information to Management on financial planning, budgeting for control, accounting, costing & financial reporting, credit & collection, banking & cash management, auditing and insurance. Liaise with outside parties such as Auditor General's Office, Ministry, Inland Revenue Department and Banks. Ensure timely and accurate preparation and submission of financial reports, preparation of annual budget and responsible for improving and monitoring the sound financial system of the Janatha Estates Development Board.

##### Qualifications and Experience :

A Bachelor's Degree in Finance / Accountancy / Commerce / Accounting & Financial Management / Business Administration / Public Administration / Public Management or Management Degree which is recognized by the U.G.C.

**OR**

Membership of the Institute of Chartered Accountants of Sri Lanka (ICASL)

**OR**

Membership of Chartered Institute of Management Accountants (CIMA) UK

**OR**

Membership of Association of Chartered Certified Accountants (ACCA) UK

**AND**

A Postgraduate qualification (Masters') in Management or in a related field with minimum of fifteen (15) years post qualifying experience in Managerial Level in a Government Department/Corporation/Board or a reputed private sector institution.

#### 02. ASSISTANT MANAGER - FINANCE (CONTRACT)

Attending to financial activities of the Board. Establish Financial controls for manual and computer systems, Monitor bank balances of bank accounts and controlling payments, Monitor income of divisions, regional network, , Coordinate, streamline and computerize the work of various financial activities relating to different divisions, Liaise with outside parties such as Auditor General's Office, Ministry, Inland Revenue Department and Banks. Ensure timely and accurate preparation and submission of financial reports, preparation of annual budget.

##### Qualifications and Experience :

A Bachelor's Degree in Finance / Accountancy / Commerce / Accounting & Financial Management / Business Administration / Public Administration / Public Management or Management Degree which is recognized by the U.G.C.

**OR**

Passed the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or Part I & II of Chartered Institute of Management Accountants (CIMA) / Association of Certified and Corporate Accountants (ACCA).

**WITH**

Minimum of three (03) years post qualifying executive level experience in Accounting and Finance in a Government Department / Corporation / Board or a reputed Private Sector Organization acceptable to JEDB.

**Note: Exposure to computerized accounting environment is a distinct advantage.**

#### 03. LEGAL OFFICER (CONTRACT)

Handling letters of demand, defamatory cases, appeals and revisions of cases, FR matters, lands cases and matters, appearing in Courts for above matters, preparing agreements, contracts, Board papers and other Legal drafts.

##### Qualifications and Experience :

Should be an Attorney at Law and Notary Public.

Bachelor of Law (LLB) from a recognized university is an added qualification.

Minimum three (03) years post qualifying experience and authority to function as a Notary in Sinhala and English.

Experience in drafting agreements will be considered as an added qualification.

Preference will be given to applicants with experience in handling Labour issues, Labour Tribunals, Labour inquiries and lands related cases/issues.

#### 04. ASSISTANT SUPERINTENDENT (CONTRACT)

To assist the Superintendent on Tea, Rubber, Coconut growing and manufacturing activities, Labour management and provide relevant information to the management time to time.

##### Qualifications and Experience :

Diploma in Plantation Management/Agriculture or Production Management in a Government recognized Institute (e.g. NIPM).

**AND**

With minimum of five (05) years post qualifying experience in the relevant field.

**Salary and Allowances** : Negotiable. An attractive salary and fringe benefits await the right candidate.

**Age** : Post 01 - 03 Should be not less than 35 years and not more than 55 years.  
Post 04 Should be not less than 30 years and not more than 45 years.

##### Applications :

Applications along with relevant certified copies of Educational, Professional qualifications, Experience and other Certificates should be forwarded under Registered Cover to reach the Chairman, Janatha Estates Development Board, 55/75, Vauxhall Lane, Colombo 02 on or before 10.12.2021. The post applied should be indicated on the top left-hand corner of the envelope in capitals. Incomplete or late applications will be rejected. Any form of canvassing would be a disqualification. Only short listed eligible candidates will be called for the Interview.

**Chairman**

**Janatha Estates Development Board**

22.11.2021