



VACANCIES

State Pharmaceuticals Corporation is the sole importer of pharmaceuticals and medical devices for the government hospitals and the leading importer and distributor of pharmaceuticals for the private sector in Sri Lanka.

Applications are invited from suitably qualified Sri Lankan citizens to fill the following vacancies.

1. PERSONAL SECRETARY JM 1.1 – GRADE II – (03 VACANCIES)

Qualifications (1 or 2 below)

1. Having obtained a Diploma in Secretarial Practice not below than NVQ 6 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

And

Minimum of 05 years post qualifying experience in the field of Secretarial work of a Public/Corporation/Board/ Statutory Body/ Reputed Mercantile Establishment.

OR

2. Having obtained a Diploma in Secretarial Practice not below than NVQ 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

And

Minimum of 10 years post qualifying experience in the field of Secretarial work of a Public/Corporation/Board/ Statutory Body/ Reputed Mercantile Establishment.

Salary Scale : Rs. 42,600/- 755/- x 10,1135/- x 18 - 70,580/-
(Approximate monthly remuneration will be around Rs. 97,780/-)

Age Limit : Should not be less than 22 years and not more than 45 years. The upper age limit will not be applicable to Internal Candidates.

2. POST DELIVERY OPERATIONS OFFICER JM 1.1 - GRADE II - (01 VACANCY)

- (a) (i) Bachelor's Degree in Marketing / Commerce / Business Administration of a University recognized by the University Grants Commission,

Or

- (ii) Any other equivalent Degree of a University / Institution recognized by the University Grants Commission.

And

- (b) Computer Literacy

And

- (c) Minimum of one year post qualifying experience in Post Delivery Operations/ Marketing / Sales of a Public/ Corporation/ Board/ Statutory Body / Reputed Mercantile Establishment.

Salary Scale : Rs. 42,600/- 755/- x 10, 1135/- x 18 - 70,580/-
(Approximate monthly remuneration will be around Rs. 97,780/-)

Age Limit : Should not be less than 18 years and not more than 45 years. The upper age limit will not be applicable to Internal Candidates.

Fringe Benefits:

The selected candidates will be entitled to an attractive range of fringe benefits including a monthly attendance incentive, encashment of unutilized sick leave, annual bonus and profit-sharing incentive, welfare benefits, medical benefits and medical insurance scheme for the employee and the family for hospitalization.

Applications should be with full bio-data including age, qualifications, training, work experience, present position, salary point and scale, previous positions held, dates of joining and leaving the previous employers, together with copies of educational & service certificates and names with addresses of two non-related referees.

Please note that the applications without copies of the relevant certificates will be rejected.

Applications from employees of Public Sector Organizations should be forwarded through the respective Heads of Institutions.

Envelopes enclosing applications **should be marked the post applied for on the top left-hand corner** and should be sent under registered cover on or before 02.02.2022 to reach,

**Deputy General Manager – Human Resources & Administration
State Pharmaceuticals Corporation of Sri Lanka**

“Mehewara Piyasa”, 16th Floor, 41, Kirula Road, Colombo 05.

Tel. 011 2320356 / 9.