



# Consumer Affairs Authority

## Ministry of Trade, Commerce and Food Security



### VACANCY

Applications are invited from suitably qualified persons to fill the following vacancy in the Consumer Affairs Authority.

#### Post of Director (Legal & Enforcement) (HM 1-1) - 01 Post

##### Job Description :

Represent the Authority before any Court of Law, Tribunal or Authority to receive notice of litigation on behalf of the Authority and appear and represent the Authority as and when it is deemed necessary, carry out the compliance & enforcement functions of the Authority as prescribed by the Act, where manufacturers and traders fail to comply with an order made under the Consumer Affairs Authority Act, to inquire into such cases and institute legal proceedings accordingly as prescribed by the Act, liaise with the Attorney General's Department, other legal counsel and relevant institutions when required, responsible for preparation and enforcement of Agreements entered into by the Authority with any manufacturer or trader or any associations of manufacturers or traders as stipulated in the Act, maintenance of records pertaining to all directives issued by the Authority and other legal proceedings instituted by the Authority, monitor the activities of the consumer complaints unit, preparation of Gazette notification to be issued by the Authority, Coordinate and supervise the legal matters handled by the District Offices of the Authority, explain and advise the staff on the functions of the Act and interpret guidelines set out therein by way of directives and/or regulations, provide support services to all other Divisions of the Authority, provide support services to the Consumer Affairs Council, keep abreast of legal developments in the international arena dealing with consumer protection and anti-competitive practices, render assistance to the Director General and Members of the Authority on ;

- Clarifications sought with regard to any matter involving litigation
- Interpretations
- To formulate opinions in adopting a policy decisions as a regulator
- Any other endurance involving staff, labour, welfare compensation or discipline and
- Any other and further issues which directly involve the Authority on its functions and / or interests

##### Qualifications :

**External** : An Attorney-at-Law and a Postgraduate Degree qualification (Masters) with 15 years post qualifying experience at Managerial Level in a Corporation, Board or a reputed Mercantile Establishment after giving oaths.

**Internal** : Minimum of Five (05) years satisfactory service in a post in the manager category (MM 1-1) Grade I in the subject area relevant to the post.

**Salary Scale** : HM 1-1 2016 : Rs. (81,670 - 15x2,270 = 115,720) - In terms of DMS Circular No. 02/2016.

**Age** : Not less than 35 years and not more than 55 years. Upper age limit is not applicable to internal candidates.

##### Transport and Fuel Allowance :

Entitled either to use an official vehicle or to avail a monthly transport allowance of Rs. 50,000 and a fuel allowance of 115 Lts in terms of relevant PED Circulars.

##### Professional Allowance :

A Professional Allowance will be paid in terms of Management Services Circular No. 05/2017.

##### Other Allowances :

In addition to the salary, cost of living allowance and any other applicable allowances will also be paid in terms of relevant Government Circulars.

##### Nature of Appointment :

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund and provisions as per relevant Government Circulars.

##### Salary at Recruitment :

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

##### Confirmation :

Candidates appointed will be on probation for a period of three years. He/She will be confirmed in the post if his/her performance and conduct is satisfactory during the period of probation. Candidates selected internally who are already confirmed in the previous post will be subject to an acting period of one year.

##### Recruitment Procedure :

Structured interview conducted by a panel appointed by the Appointing Authority.

##### Interview

Marks allocated for the interview are as follows :

● Relevant additional experience	-	30 Marks
● Relevant additional educational / professional qualifications	-	30 Marks
● Other achievements	-	15 Marks
● Performance at the interview	-	25 Marks
Total		<u>100 Marks</u>

##### Other

Should be a citizen of Sri Lanka.

Should be ready to serve in any part of the Island.

Should be physically and mentally fit to discharge the duties of the post well.

Should be an excellent moral character.

Eligible candidates are invited to submit their applications under registered cover to the address given below on or before 07.06.2023. Copies of the relevant certificates in proof of qualifications should also be attached with the application. Applicants employed in the government sector institutions should be forwarded their applications through the respective heads of the Institutions. Applications which do not conform to the above requirements, incomplete applications and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be stated on the top left-hand corner of the envelope.

**Director General**  
**Consumer Affairs Authority,**  
**2nd Floor, CWE Secretariat Building,**  
**No. 27, Vauxshall Street,**  
**Colombo 02.**