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இலங்கை மத்திய வங்கி
CENTRAL BANK OF SRI LANKA

POST OF PURCHASING OFFICER (ON CONTRACT)

1.0 The Job/Responsibilities:

- Obtaining approval to procure required materials for the Stores and maintenance works.
- Purchasing stores items and other maintenance items (including special spare parts, tools and consumables etc.) following the approved procurement procedure.
- Coordinating with Storekeeper to maintain the required stock

2.0 Required Minimum Qualifications & Experience:

2.1 Educational Qualifications

G.C.E. (A/L) with at least three (03) 'C' passes in main subjects (excluding General English).

2.2 Experience:

Minimum of 05 years' experience as a purchasing officer from a recognized institution acceptable to the CBSL and possess knowledge on computer/computer literacy. Technical knowledge on relevant area will be an added advantage.

Applicants are strictly advised to submit copies of the certificates relevant to the educational qualifications & work experience. Any application without the copies of the above documents will be rejected without any notice at any stage of the recruitment process.

3.0 Age:

Below 35 years of age as at 27.11.2024

4.0 Employment:

On contract basis for a period not more than three (03) years. The contract will be initially signed for one (01) year and the renewal of the contract will be considered at the end of each year based on the performance.

5.0 Remuneration and Other Benefits:

An all-inclusive taxable monthly allowance of Rs. 100,000.00 with contributions to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

Selection Procedure

Candidates will be shortlisted based on their qualifications and work experience. Most suitable candidate for the above post will be selected by an interview/s conducted by the Bank.

Applications

Application forms could be downloaded from the official website of the Central Bank of Sri Lanka <https://www.cbsl.gov.lk/en/careers>

Applicants are strictly advised to adhere to the prescribed application format and send the duly completed applications with all the required documents to the following address to reach the Director/Human Resources by registered post on or before 27.11.2024

It is required to indicate "**Application for the Post of Purchasing Officer (On Contract)**" on the top left hand corner of the envelope.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for this post. Any application not meeting the required qualifications, received after the deadline or not in the prescribed format, will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the certificate verification conducted prior to the interview, will not in any manner be considered as eligible candidates.

Any form of canvassing will be a disqualification.

CBSL reserves the right to decide the number of positions to be filled, or postpone or cancel the recruitment. CBSL has the discretion to decide the relevancy of experience as to match the requirements of the CBSL, in shortlisting the applications. Only shortlisted candidates will be contacted for the next step of the recruitment process.

Director – Human Resources
Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01.
Telephone : 011-2477330 Fax : 011-2477715



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CENTRAL BANK OF SRI LANKA

POST OF STOREKEEPER (ON CONTRACT)

1.0 The Job/Responsibilities:

- Maintaining the Engineering Stores
- Re-ordering the store items to maintain the appropriate stock levels.
- Issuing stores items on store requisition forms.
- Issuing GRN.
- Assisting the timely updating of the store management system as and when required.
- Assisting stock taking.
- Preparing of stock balances and submitting reports to Finance Department on regular basis.

2.0 Required Minimum Qualifications & Experience:

2.1 Educational/Professional Qualifications

G.C.E. (A/L) with at least three (03) 'C' passes in main subjects (excluding General English) in any stream with Diploma/Certificate course in Inventory Management.

2.2 Experience:

Minimum of 05 years' experience as a Storekeeper from a recognized institution acceptable to the CBSL and shall possess knowledge on computer-based store management systems. Technical knowledge on relevant area will be an added advantage.

Applicants are strictly advised to submit copies of the certificates relevant to the educational/professional qualifications & work experience. Any application without the copies of the above documents will be rejected without any notice at any stage of the recruitment process.

3.0 Age:

Below 35 years of age as at 27.11.2024

4.0 Employment:

On contract basis for a period not more than three (03) years. The contract will be initially signed for one (01) year and the renewal of the contract will be considered at the end of each year based on the performance.

5.0 Remuneration and Other Benefits:

An all-inclusive taxable monthly allowance of Rs. 175,000.00 with contributions to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

Selection Procedure

Candidates will be shortlisted based on their qualifications and work experience. Most suitable candidate for the above post will be selected by an interview/s conducted by the Bank.

Applications

Application forms could be downloaded from the official website of the Central Bank of Sri Lanka <https://www.cbsl.gov.lk/en/careers>

Applicants are strictly advised to adhere to the prescribed application format and send the duly completed applications with all the required documents to the following address to reach the Director/Human Resources by registered post on or before 27.11.2024

It is required to indicate "**Application for the Post of Storekeeper (On Contract)**" on the top left hand corner of the envelope.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for this post. Any application not meeting the required qualifications, received after the deadline or not in the prescribed format, will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the certificate verification conducted prior to the interview, will not in any manner be considered as eligible candidates.

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