



## **VACANCIES**

The Sri Lanka Export Development Board (SLEDB) invites applications from competent and highly motivated citizens of Sri Lanka with proven ability and professional skills to join the Board's service for the under-mentioned positions in National Organic Control Unit (NOCU).

### **1) POST OF DIRECTOR (HM 1-1)**

#### **Job Description**

- Establish and responsible for setting up policies for all operational/ managerial and administration of the Unit and monitoring.
- Formulate, implement and coordinate the strategies, activities, annual plan, business plan and preparation of annual financial and operational reports for NOCU periodically.
- Assigning responsibilities and authorities to committees and the staff of NOCU
- Formulation/coordination of the Advisory Committees – Technical and standards and certification
- Making contractual agreements related to recognition of organic certifications to support the development of organic production and to facilitate domestic and international trade.
- Responsible for coordinating with relevant Institutions/consultants/ other agencies local/overseas and Committees to NOCU.
- Achieve accreditation at international level.
- Responsible for decision on legal matters, appeals, complains, disputes etc agreeing the NOCU regulations
- Facilitate the development of inspection and certification agencies to meet certification demands of the country
- Provide necessary resources for the operation of the NOCU activities
- Promote the NOCU and its services nationally and internationally and represent NOCU in all instances.

#### **Qualifications:**

A Degree preferably in Science / Agriculture or a related field which is recognized by the University Grants Commission

WITH

A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of fifteen (15) years post qualifying experience at a "Managerial Level" in the relevant field in a Government Department/ Corporation/ Board or a reputed private sector Institution.

### **Salary Scale (HM 1-1)**

Rs. 81,670/- 15x2270 = 115,720/- per month. The salaries will be paid as per the instructions mentioned in the Annexure II of the DMS circular No: 02/2016.

A vehicle would be provided for official and limited private use as per the Government regulations.

### **Age**

Should be not less than 35 years and not more than 50 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations & Statutory Institutions and to internal candidates.

### **Method of Selection**

On the results of a structured interview

## 2) **POST OF ASSISTANT DIRECTOR (QUALITY MANAGEMENT) MM 1-1**

### **Job Description**

- Carrying out day to day operations and management of assigned schemes
- Work with the advisory/expert committees to NOCU and function as the Secretary to the assigned committees
- Maintaining all records
- Registering/approval of the certification/inspection body/laboratory accredited with the SLAB and Exporter/ importer of organic products and other related bodies
- Responsible for issuing certificates/ permits for the relevant bodies/exporter/importer
- Monitoring the performance of registering programmes and performance of inspectors of assigned schemes
- Responsible for evaluation of training for inspectors and assessors of organic production System
- Monitoring and supervision of physical and financial progress of registering schemes
- Supervision and guidance of the supporting staff
- Controlling operators' organic systems as assignment
- Studying and analyzing scientific information with regard to the organic sector
- Assist the Director of the Unit in all activities and any other tasks assigned by the Director

### **Qualifications:**

A Bachelor's Degree in Science/Agriculture or a related field which is recognized by the University Grants Commission with minimum of three (03) years' experience in the field of Agriculture, Quality Management preferably in organic agricultural sector with good managerial experience in a Government Department/ Corporation/ Board or a reputed Private Sector Institution after obtaining the 1<sup>st</sup> Degree.

### **Personal Competence**

- Very good organizing / coordinating/ implementing skills
- Communication / negotiation skills.
- Persuasion and dedication skills to assigned task.
- Computer literacy.

### 3) **ASSISTANT DIRECTOR (LIAISON/COORDINATION) MM 1-1**

#### **Job Description**

- Carrying out day to day operations and management of assigned schemes
- Work with the advisory/expert committees to NOCU and function as the Secretary to the assigned committees.
- Maintaining all records.
- Responsible for coordinating the inspection of organic production /processing with the relevant registered certification body
- Providing technical information and training services, etc.
- Coordinating the progress review meetings on application, operation and performance, etc.
- Organizing/coordinating inspections and responsible for reporting to Director
- Assist the Director of the Unit in all above activities and any other task assigned by the Director.

#### **Qualifications:**

A Bachelor's Degree in Science/Agriculture or a related field which is recognized by the University Grants Commission with minimum of three (03) years experience in the field of Agriculture, preferably in organic agricultural sector with good managerial experience in a Government Department/ Corporation/ Board or a reputed Private Sector Institution after obtaining the 1<sup>st</sup> Degree.

#### **Personal competence**

- Very good organizing / coordinating/ implementing skills
- Communication / negotiation skills.
- Persuasion and dedication skills to assigned task.
- Computer literacy.

#### **Salary Scale (MM 1-1)**

Rs. 53,175/- 10 x 1,375 – 15x 1,910 = 95,575/- The salaries will be paid as per the instructions mentioned in the Annexure II of the DMS circular No: 02/2016.

#### **Age: (MM 1-1)**

Should be not less than 22 years and not more than 45 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations and Statutory Institutions and to internal candidates.

### **Method of Selection (MM 1-1)**

On the results of a written competitive examination and a structured interview

### **Other benefits**

- \* An attractive medical assistance scheme to meet hospitalization and outdoor medical expenses for the employee and his/her immediate family
- \* Distress Loan at concessionary interest rate
- \* An attractive Housing Loan Scheme at a concessionary rate of interest
- \* Annual Bonus
- \* Encashment of unutilized Medical Leave
- \* Transport facility for selected bus routes
- \* EPF – Employee – 10% ; Board – 15%
- \* ETF – Board 3%

### **Form of Application**

Applications should be made on the prescribed form available at the HRM Division, Level 5, EDB or at the [www.srilankabusiness.com](http://www.srilankabusiness.com) website [under the section of “Announcements”]. Duly completed application forms with copies of all relevant certificates should be forwarded separately for each post under registered cover to Chairperson & Chief Executive of the EDB on or before .....2016. The title of the post should appear on the top left hand corner of the envelope. Applications not supported by copies of certificates will be rejected.

Applications from State Sector employees should be forwarded through the Heads of Institutions. Applicants are advised to send an advance copy of the application to reach the EDB before the closing date.

**Chairperson & Chief Executive**  
**SRI LANKA EXPORT DEVELOPMENT BOARD**  
NDB-EDB Tower, 42, Nawam Mawatha, Colombo 02.  
Tel : 011-2300705-11 Fax : 011 2300715  
Web : [www.srilankabusiness.com](http://www.srilankabusiness.com)