

## MINISTRY OF AGRICULTURE AND PLANTATION INDUSTRIES

### CONTRACTUAL RECRUITMENTS

#### National Institute of Plantation Management

Applications are invited from suitably qualified Sri Lankans for the following **contractual post of this institute**.

#### Post of Assistant Director (Marketing, Business Promotion and Planning) - MM 1.1 (Grade II)

**Job Description :** Planning and managing of promotion campaigns of training programmes/ courses and other services, Initiating market research studies and analyzes the job market to understand customer and market opportunities of the industry, Assisting to the management to develop appropriate programmes/ courses in identifying the contemporary needs of the sectors, Communicating the training programs/ courses or services to the prospective clients maintaining professional competence among Stakeholders Attending professional meetings, educational conferences, and counselor training workshops, in order to maintain and improve professional competence, Analyzing & developing business plans, marketing plans including strategic & corporate plans, project plans, forecasts, budgets, financial & timeline statements and prioritize demand driven programmes to achieve the sales and marketing objectives on a consistent basis, Conduct academic and training impact assessments, Prepare Prospectus, Action plan, Training Budget, Performance review report and training components for the annual report, Liaising with divisional academic staff of the Institute, and external organizations with related to the professional membership & other academic allied activities of the Institute.

**Qualifications :** A Degree in Marketing Management/ Business Management/ Business Administration/ Commerce or any other relevant degree which is recognized by the U.G.C. with a minimum of one (01) year post qualifying experience in managerial category in a State Corporation/ Board or reputed Mercantile Establishment.

**Salary scale :** Salary entitlement is Rs. 53,175/- and other Government approved allowances.

**Age Limit :** Should not be less than 22 years and not more than 45 years

**Method of Selection :** Written competitive examination and / or a structured interview conducted by a professional interview panel.

**General :** Applicants for all the above posts should be fluent in English and have exposure to commonly used computer applications.

The applicants who will be selected to the relevant posts of the institute should be physically and mentally fit to work and he/she is liable to work in the head office of the institute or anywhere in the country.

#### Other benefits

- **The institute's contribution to EPF and ETF will be 12% and 3%, respectively of basic salary. (The employee's contribution to the EPF will be 10%, of their basic salary)**
- **Free transport from and to the nearest town (Kottawa/ Kaduwela)**

#### How to apply

Please forward your detailed Curriculum Vitae with the names and addresses of two non-related referees, together **with copies of relevant certificates**, to the undersigned to reach or before **10<sup>th</sup> April 2024** under registered cover. Applications from employees in the public sector should be forwarded through the respective Heads of Institutions. The post applied for, should be marked on the top left-hand corner of the envelope. The incompleted and delayed applications will not be considered under any circumstances.

N.B :

- Only short listed applicants will be called for the interview.
- This vacancy advertisement is displayed in the [www.nipm.gov.lk](http://www.nipm.gov.lk) website also.

Director/ Chief Executive Officer,  
National Institute of Plantation Management,  
M. D. H. Jayawardema Mawatha, Athurugiriya.  
Tel : 011-2770232

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