

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

TEA RESEARCH BOARD

TEA RESEARCH INSTITUTE OF SRI LANKA

VACANCIES

Applications are invited from the citizens of Sri Lanka for the following posts at the St. Coombs Estate, Talawakelle & St. Joachim Estate, Ratnapura.

St. Coombs Estate, Talawakelle

Administrative Officer (01)

Senior Assistant Factory Officer (01)

Junior Assistant Factory Officer (01)

Driver (02)

St. Joachim Estate, Ratnapura

Junior Assistant Clerk (01)

Junior Assistant Factory Officer (02)

Factory Mechanic (01)

1. Administrative Officer

Job Description

Attending to all correspondences in managing a Plantation Providing relevant information, maintaining accounts, Estimates and attending to day today activities on instructions of the Superintendent and is responsible for all Estate Office matters including submitting Estimates, Progress Reports and Accounts in time under the supervision of Superintendent.

Educational Qualifications & Experience

GCE (O/L) Examination with English & Arithmetic / Mathematics (This will not apply to those who have experience in the Trade / Plantation Sector) **WITH** At least 03 years' experience as a Chief Clerk **OR** Not less than 05 years' experience as Senior Assistant Clerk.

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit: Should not be less than 32 years and not more than 50 years (The upper age limit will not apply to those who are in service at TRI Estates).

2. Junior Assistant Clerk

Job Description

Handling and computing divisional check-rolls, books and documents including matters pertaining to divisional work under the supervision of Chief Clerk / Senior Assistant Clerk.

Educational Qualifications & Experience

GCE (O/L) Examination with English & Arithmetic / Mathematics (This will not apply to those who have experience in the Trade / Plantation Sector) **WITH** Experience as a trained Check Roll Clerk.

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit: Should not be less than 18 years and not more than 45 years (The upper age limit will not apply to those who are in service at TRI Estates).

3. Senior Assistant Factory Officer

Job Description

Assisting the Factory Officer in all processing of tea and handling all the activities maintaining relevant books, documents records etc. under the guidance of the Factory Officer / Superintendent.

Educational Qualifications & Experience

GCE (O/L) Examination with English & Arithmetic / Mathematics (This will not apply to those who have experience in the Trade / Plantation Sector) **WITH** 05 years' experience as an Assistant Factory Officer

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit: Should not be less than 25 years and not more than 50 years (The upper age limit will not apply to those who are in service at TRI Estates).

4. Junior Assistant Factory Officer

Job Description

Assisting the Factory Officer in processing of tea and connected work under the supervision of the Factory Officer / Senior Assistant Factory Officer.

Educational Qualifications & Experience

G.C.E. (O/L) Examination with English & Arithmetic / Mathematics (This will not apply to those who have experience in the Trade / Plantation Sector) **WITH** the experience as trained Factory Supervisor.

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit: Should not be less than 18 years and not more than 45 years (The upper age limit will not apply to those who are in service at TRI Estates).

5. Driver

Job Description

In-charge of individual vehicles and transporting green leaf / sundries and patients, attend to minor repairs and maintaining of vehicles daily and keeping the records and trips chits daily under the supervision of Superintendent.

Educational Qualification & Experience

Should be passed Grade 08 **AND** Having obtained the valid license issued by the Commissioner General of Motor Traffic (to drive heavy vehicles) and a minimum of four (04) years' experience in driving in a government organization or a reputed private sector after obtaining the heavy vehicle driving license.

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit: Should not be less than 18 years and not more than 45 years. The upper age limit will not apply to those who are in service at TRI Estates.

Note: Experience in Tractor Driving will be an Advantage.

6. Factory Mechanic

Job Description

Should attend to all minor repairs of Factory Machineries and maintain records of all Factory Machineries under the guidance of the Superintendent / Factory Officer.

Educational Qualification & Experience

Should be passed Grade 08 **WITH** 04 years' experience on the relevant field.

Salary: Negotiable as per the Estate Staff Collective Agreement

Age Limit: Should not be less than 18 years and not more than 45 years (The upper age limit will not apply to those who are in service at TRI Estates).

Other Benefits

The selected candidates will be provided with additional facilities applicable to the position as stipulated by the TRI Estate.

The posts are permanent. The Selected candidates will be required to work at St. Coombs Estate, Talawakelle / St. Joachim Estate, Ratnapura or any other Estates managed by the Tea Research Institute of Sri Lanka as per the service requirements.

Application giving full **Curriculum Vitae** along with the **copy of birth certificate, copies of relevant educational and other professional qualifications, service certificates, other evidence in relation to innovative skills and the names and addresses of two non –related referees** who can assess the applicant skills and knowledge in the relevant field by post to reach the undersigned on or before **09th December 2024**. Also state the post applied on the top left-hand corner of the envelope.

Applications from officers in the State Service/Corporations/Statuary Board should be forwarded through the Head of the respective Institution. Non-conformity with this requirement will result in the application being rejected.

For further details please visit Tea Research Institute's web site **www.tri.lk**.

**Director / Chief Executive Officer
Tea Research Institute of Sri Lanka
St. Coombs, Talawakelle**

