



STATE TIMBER CORPORATION



Company Profile: The State Timber Corporation (STC) is a premier government-owned enterprise in Sri Lanka dedicated to the sustainable management, harvesting, and utilization of timber resources. Established with a legacy spanning over half a century, STC plays a pivotal role in meeting national timber demands while promoting environmental conservation and economic growth. As a key player in the forestry sector, the corporation ensures the supply of high-quality, eco-friendly timber products and services, fostering partnerships with the private sector to drive sustainable development. To explore the world of STC visit us at www.timco.lk

Applications are invited from suitably qualified candidates for the following Senior Managerial posts in State Timber Corporation.

“Senior Manager” Category-HM 1-2

1 .Post - Deputy General Manager (Finance)

Key Responsibilities of the Deputy General Manager (Finance)

- a) Utilization of the assets of the corporation in such a manner that it will bring the maximum productivity.
- b) Preparation of the corporate plan.
- c) Implementing the unit cost method.
- d) Direct and control the finance staff to ensure that they are appropriately motivated and developed in order to that they carry out their responsibilities to the required standards.
- e) Contribute to the achievement of the corporation’s business objectives by providing advice and guidance on financial strategy.
- f) Developed and control the corporation’s annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with.
- g) Provide financial advice and guidance to the corporation’s managers and staff to enable them to achieve their objectives.
- h) Oversee the preparation of Corporation financial accounts to ensure that these are presented accurately and on time.
- i) Develop and implement an internal monitoring program to ensure that corporation complies with financial procedures and regulations.
- j) Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the corporation.
- k) Monitor external contracts and services provided by suppliers to ensure that they are operating effectively and provide the best value to the corporation.
- l) Carry out all necessary actions to ensure that the corporation meets its financial and legal obligations.

Required Educational and Professional Qualifications (I or II below)

- I.** A Bachelor's Degree in Finance/Accountancy/Commerce/Business Administration or Management which is recognized by the U.G.C.
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 15 years experience at a "Managerial Level" in a Corporation, Statutory Board / Institution or a reputed private institution.
- OR**
- II.** Full Membership of a recognized professional Chartered Institution in a related field to the post
AND
Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed private institution.

"Senior Manager" Category-HM 1-1

2. Post - Assistant General Manager (Zonal)

Key Responsibilities of the Assistant General Manager (Zonal)

- a) To assist the Deputy General Manager (Operation) to develop operational policies & procedures with consultation of management regarding purchasing of private timber & production of sleepers & transmission poles requested by CGR & CEB.
- b) To assist the planning of annual production & monitoring up the production.
- c) Contribute to the development of the corporation's corporate strategy and lead strategy development in the areas of timber extraction, purchasing and distribution to ensure that corporation achieves its short and long-term objectives.
- d) Direct and coordinate Regional Manager's progress meetings.
- e) Supervise the performance of every regions of the State Timber Corporation.
- f) Participate and provide necessary guidance to conduct meetings at Regional Offices.
- g) Coordinate external organizations when necessary for supplying timber.
- h) Chair the timber pricing committee, technical committee, timber grading committees and auction committees.
- i) Carry out any other duties as may be notified by the management.

Required Educational and Professional Qualifications (I or II below)

- I.** A Bachelor's Degree in Science/Agriculture/Engineering/Management/Business Administration or any other relevant field which is recognized by the U.G.C.

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 15 years experience at a “Managerial Level” in a Corporation, Statutory Board / institution or a reputed private institution in the relevant field.

OR

- II.** Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years experience at a “Managerial Level” in a Corporation, Statutory Board/Institution or a reputed private institution in the relevant field.

3 .Post - Assistant General Manager (Engineering & Production)

Key Responsibilities of the Assistant General Manager (Engineering & Production)

- a) Assist Deputy General Manager in implementing the production function, purchasing function, warehousing and distribution functions to ensure that finished goods are in required standard that are available to customers within agreed costs and at the right times.
- b) Assist Deputy General Manager in developing policies and procedures to ensure that a safe and healthy working environment is maintained at all working sites.
- c) Maintain an effective working relationship with all other managers to ensure that there is effective coordination of all activities in support of corporate objectives. .
- d) Supervision of technical, furniture, transport, saw mills and timber complexes.
- e) Assisting the Deputy General Manager in all engineering and production matters of Corporation.
- f) Execute engineering policies and procedures to ensure that plant and equipment is effectively maintained to ensure maximum production efficiency.

Required Educational and Professional Qualifications (I or II below)

- I.** A Bachelor’s degree in Engineering /Business Administration /Management/Science/Agriculture or any other relevant field which is recognized by the U.G.C.

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 13 years experience at a “Managerial Level” in a Corporation, Statutory Board / institution or a reputed private institution in the relevant field.

OR

- II.** Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 13 years experience at a “Managerial Level” in a Corporation, Statutory Board/Institution or a reputed private institution in the relevant field.

4 .Post - Assistant General Manager (Marketing)

Key Responsibilities of the Assistant General Manager (Marketing)

- a) Direct supervision and provide necessary guidelines to the staff to achieve sales targets fixed for the year.
- b) Preparing annual marketing and distribution action plan for the implementation.
- c) Ensure that a steady supply of logs, sawn timber, furniture and other wooden products by the prospective line manager for sustainable and effective marketing .
- d) Identify new market opportunities and make awareness of the export market for innovative value added products.
- e) Report to the Deputy General Manager for policy making and strategic development for sale & marketing of STC products.
- f) Assist in formulating and monitoring the annual corporate plan to ensure the long-term success and viability of the corporation and the attainment of corporate objectives.
- g) Advice the corporation, as part of the corporate management team, on the development of new initiatives and the promotion and marketing of products to ensure the achievement of the business plan and corporate objectives.
- h) Prepare reports to evaluate the costs and benefits of all new ideas and initiatives to ensure that resources are appropriately directed and to keep the corporation ahead of its competitors.
- i) Assisting the Deputy General Manager in all Marketing and distribution related matters of Corporation.

Required Educational and Professional Qualifications (I or II below)

- I.** A Bachelor’s Degree in Business Administration /Business Management/Management/Marketing or any other relevant field which is recognized by the U.G.C.

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 13 years experience at a “Managerial Level” in a Corporation, Statutory Board/Institution or a reputed private institution in the relevant field .

OR

- II.** Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 13 years experience at a “Managerial Level” in a Corporation Statutory Board/Institution or a reputed private institution in the relevant field.

Age Limit

- Age should be not less than 35 years and more than 55 years as of the closing date.

General Conditions

Every applicant must:

- Be a citizen of Sri Lanka.
- Be physically and mentally fit to perform the duties of the post and serve in any part of the island.
- Possess excellent moral character.

Preferred Additional Qualifications

- Excellent communication, analytical, and decision-making skills.
- Proven leadership and team management capabilities.
- Knowledge of modern management practices and computer literacy.

Terms of Employment

- The appointment will follow the Scheme of Recruitment, Establishment code, Structured Interviews and terms outlined in Public Enterprises Circular 01/2021.

Chairman – State Timber Corporation



STATE TIMBER CORPORATION



Company Profile: The State Timber Corporation (STC) is a premier government-owned enterprise in Sri Lanka dedicated to the sustainable management, harvesting, and utilization of timber resources. Established with a legacy spanning over half a century, STC plays a pivotal role in meeting national timber demands while promoting environmental conservation and economic growth. As a key player in the forestry sector, the corporation ensures the supply of high-quality, eco-friendly timber products and services, fostering partnerships with the private sector to drive sustainable development. To explore the world of STC visit us at www.timco.lk

Applications are invited from suitably qualified candidates for the following Managerial posts in State Timber Corporation.

“Manager Category”-MM 1-1

1. Post - Manager / Deputy Manager (Purchasing & Shipping)

Key Responsibilities of Manager / Deputy Manager (Purchasing & Shipping)

- a) Purchasing all the stationeries, spare parts and office equipments according to the requirements of all the sections by following tender procedure.
- b) Organizing of printing confidential & other documents.
- c) Calling tenders on procurement guidelines.
- d) Getting necessary steps to import oils, vehicles, & machinery using tender procedure.
- e) Analyzing market and delivery systems in order to assess present and future material availability.
- f) Develop and implement purchasing and contract management instructions, policies and procedures.
- g) Participate in the development of specifications for equipment, products or substitute materials.
- h) Representing companies in negotiating contracts and formulating policies with suppliers.
- i) Preparing reports regarding market conditions and merchandise costs.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Supply Chain Management/Logistics Management/Inventory Management/Procurement Management/Operations Management/Business Management/Business Administration/Public Management which is recognized by the U.G.C.

AND

A minimum of one-year post qualifying experience in the relevant field to the post, after obtaining the first degree.

2. Post- Manager / Deputy Manager (Research & Training)

Key Responsibilities of Manager / Deputy Manager (Research & Training)

- a) Developing training and development strategy for the Corporation to support the Corporation's business plan and to ensure that staff has the necessary skills to meet their objectives and the opportunity to develop to the maximum of their potential.
- b) Undertaking regular assessments of training needs and develop a program to meet identified needs.
- c) Getting awareness about the training needs of employees in each region through the Regional Manager.
- d) Giving awareness to employees regarding training diplomas which are conducted by the organization & train them to gain required knowledge and skills.
- e) Doing the researches to cover the problems in timber industry.
- f) Providing guidelines and assistance for decision making activities of the management regarding research and training.
- g) Maintaining close communication with managers and staff to discuss training needs and to ensure that they are fully aware of training opportunities available
- h) Developing and monitor the training budget to ensure that the best quality of training and development is provided within the established budget.
- i) Overseeing the development of effective processes for the evaluation of all training and development provided.
- j) Overseeing the maintenance of all necessary training and development records.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in Science/Agriculture/Physical Science/Business Administration degree which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

3. Post - Manager / Deputy Manager (Timber Grading & Auctions)

Key Responsibilities of Manager / Deputy Manager (Timber Grading & Auctions)

- a) Timber grading by examine quality and type of the timber.
- b) Implementing policy decisions regarding market price of timber.
- c) Participating auctions and marketing decisions regarding timber prices.
- d) Preparing reports relating to all the timber grading activities.

- e) Acting as a member of Pricing Committee.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Science/Physical Science/Agriculture/Management/Business Administration which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

4. Post - Manager / Deputy Manager (Production)

Key Responsibilities of Manager / Deputy Manager (Production)

- a. Directing & control all factory staff to ensure that they are properly motivated, trained and developed, and carry out their responsibilities to the required standards and in accordance with health safety & hygiene standards. .
- b. Monitoring employees towards the annual targets of production and sales.
- c. Organizing all production operations to ensure that output and quality targets are achieved.
- d. Obtaining annual reports of the production and examine the reasons for gap between production levels and the expected level.
- e. Monitoring the Marketing plan.
- f. Creating the production plan with the consultation of DGM.
- g. Obtaining raw materials according to the production plan.
- h. Developing all necessary policies and procedures to ensure that plant and equipment is effectively maintained to ensure maximum production efficiency.
- i. Developing and implement any required changes to production processes to improve output and product quality and to reduce costs.
- j. Identifying and implement quality improvement programs to improve the cost effectiveness of the manufacturing process.

Required Educational and Professional Qualifications (1 or 2 below)

- I. A Bachelor's degree in the field of production and operation Management/Furniture Designing/Science/Physical Science/Agriculture/Business Management/Business Administration which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post , after obtaining the first degree.

5. Post – Manager / Deputy Manager (Regional)

Key Responsibilities of Regional Manager

- a) Assist to Regional Manager for organizing of basic activities like identification of coupes, demarcation, enumeration, and road construction.
- b) Monitoring of all sub regional activities & report to the RM whether the targets are achieved.
- c) Monitoring the sale targets.
- d) Planning & conducting of timber auctions.
- e) Coordinating with the Forest Department for forest release, for timber & other relevant matters.
- f) Monitoring of timber sales depots, timber grading and auctioning.
- g) Monitoring of sawmills and organizing of sawn timber production.
- h) Organizing the regional activities in such a manner that the maximum profit is realized.
- i) Assist to Regional Manager for collecting of data and providing of reports to the Head Office.
- j) Any other duty assigned by the Regional Manager.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Science/Physical Science/Agriculture/Business Management/Business Administration/Art which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

6. Post - Manager / Deputy Manager (Human Resources)

Key Responsibilities of Manager /Deputy Manager (Human Resources)

- a) Supervise section staff to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards.
- b) Apply all necessary policies and procedures to promote effective communication between management and staff and to encourage harmonious industrial relations.
- c) Develop and oversee the implementation of the organization's recruitment strategy to ensure that staffing needs are met.
- d) Consult employee representatives and shop stewards about joint agreements, terms and conditions of employment and other work-related issues.
- e) Develop and oversee the implementation of all necessary systems and procedures to ensure that the recruitment and selection process operates effectively.

- f) Supervise the process for the placing of advertisements for all internal and external vacancies.
- g) Adhere to, and implement all HR policies & procedures.
- h) Assist staff & Deputy General Manager in progress reviews & annual reviews of personal performance plans and personal development plans.
- i) Manage all misconduct rescues according to the disciplinary code of the STC.
- j) Administer compensation, benefits and performance management systems.
- k) Identify staff vacancies & recruit, interview & select applicants.
- l) Maintain records and compile statistical reports concerning personnel related data such as transfers, performance appraisals, & absenteeism rates.
- m) Maintain up-to-date knowledge about employment law as it relates to employee relations.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Human Resources Management/Public Management/Business Administration which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

7. Post - Manager / Deputy Manager (Administration)

Key Responsibilities of Manager / Deputy Manager (Administration)

- a) Supervise the work of administrative support staff to ensure that they provide the administrative services required by the company to the required standards.
- b) Negotiate contracts for the purchase of stationery and office equipment on the most cost-effective basis.
- c) Supervise the distribution of incoming mail and the efficient dispatch of outgoing mail.
- d) Carry out routine inspections to ensure that first aid boxes are adequately stocked and that fire extinguishers are correctly maintained.
- e) Keep all staff informed of office procedures.
- f) Maintain all necessary records to ensure that the office is well maintained, that administrative services are provided as required and that invoices are processed for work carried out.
- g) Prepare the annual budget for office services and monitor expenditure against this budget.
- h) Maintain awareness of the best practice in the office procedures and of developments in office technology to ensure the continued effective and efficient running of the Corporation.
- i) To assist the GM and DGM (HR & Admin) in day- to-day Administrative necessities.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Human Resources Management/Public Management/Business Administration/Business Management which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

8. Post - Manager / Deputy Manager (Internal Audit)

Key Responsibilities of Manager / Deputy Manager (Internal Audit)

- a) Perform and control the full audit cycle including risk management and control management over operation's effectiveness, financial reliability and compliance with all applicable directives and regulations.
- b) Determine internal audit scope and develop annual plans.
- c) Obtain, analyses and evaluate accounting documentation, previous reports, data, flow charts etc.
- d) Prepare and present reports that reflect audit's result and document process.
- e) Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- f) Identify loopholes and recommend risk aversion measures and cost savings.
- g) Maintain open communication with management and audit committee.
- h) Document process and prepare audit findings memorandum.
- i) Conduct follow up audits to monitor management's interventions.
- j) Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- k) Agreeing recommendations with relevant staff members to make improvements to operations and helping to secure backing for them in meetings.
- l) Preparing reports to highlight issues and problem and distributing the reports to the relevant people.
- m) Assessing how well the business is complying to rules and regulations and informing management whether any issues need addressing.

Required Educational and Professional Qualifications (I or II below)

- I. A Bachelor's degree in the field of Finance/Accountancy/B.com or a degree in a relevant field from a University recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

OR

II. Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICAL)/ Intermediate level qualification of Chartered Institute of Management Accountants (CIMA)/ Intermediate level qualification of Certified Management Accountants (CMA) of Sri Lanka/ Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA)/Higher National Diploma in Accountancy (HNDA) and a minimum one year post qualifying experience in the relevant field to the post.

Age Limit

- Age should be not less than 22 years and more than 45 years as of the closing date.

General Conditions

Every applicant must:

- Be a citizen of Sri Lanka.
- Be physically and mentally fit to perform the duties of the post and serve in any part of the island.
- Possess excellent moral character.

Preferred Additional Qualifications

- Excellent communication, analytical, and decision-making skills.
- Proven leadership and team management capabilities.
- Knowledge of modern management practices and computer literacy.

Terms of Employment

- The appointment will follow the Scheme of Recruitment, Establishment code, Structured Interviews and terms outlined in Public Enterprises Circular 01/2021.

Chairman – State Timber Corporation



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Applications are invited from suitably qualified candidates for the following Junior Managerial posts in State Timber Corporation.

“Junior Manager” Category-JM 1-1

1 .Post - Assistant Regional Manager

Key Responsibilities of Assistant Regional Manager

- a) Supervision of the Coupes & depots coming under the sub-region.
- b) Maintaining registers accurately pertaining to the timber.
- c) Extraction transport & stocking.
- d) Issuing cash sale invoices for wayside sales.
- e) Issuing counter foil books to coupe officers and taking over them correctly.
- f) Organizing the collection of FOR & Donated timber.
- g) Organizing timber extraction thro' Corporation projects and thro' contractors.
- h) Organizing enumeration of plantations released by the Forest Department.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Science/Physical Science/Agriculture/Business Management/Business Administration/Arts which is recognized by the U.G.C.

2 .Post - Confidential Secretary

Key Responsibilities of Confidential Secretary

- a) Provide a full secretarial and administrative support service to the General Manager /Chairman.
- b) Maintain the diary and arrange appointments as necessary.

- c) Type reports and routine correspondence from dictation or written sources.
- d) Screen and respond to all incoming telephone calls and take action as appropriate.
- e) Draft routine correspondence for approval and signature of the General Manager/Chairman.
- f) Receive visitors to the office.
- g) Open and distribute post.
- h) Maintain the office filing system and all personal records.
- i) Make all travel arrangements for the General Manager / Chairman.
- j) Make arrangements for any meetings required by the General Manager /Chairman
- k) Operate standard office equipment such as word processor, photocopier etc.

Required Educational and Professional Qualifications (I or II below)

- I.** A Bachelor's degree in the field of Business Management/Business Administration/Arts which is recognized by the U.G.C. with Secretarial Course
- OR**
- II.** Followed Chartered Secretarial Course with five (05) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

3 .Post - Assistant Manager (Finance)

Key Responsibilities of Assistant Manager (Finance)

- a) Supervise the staff of the section to ensure that all required training and development is received and that work is carried out to the required standards.
- b) Oversee the day-to-day- operations of the purchase ledger.
- c) Maintain the process for payment of accounts to ensure that the corporation meets its obligations as they fall due, complies with its payment policy and secures discounts where applicable.
- d) Assist with the implementation of travelling and subsistence policies and procedures, keeping policies in line with tax legislation, ensuring compliance with policy, and ensuring that the corporation obtains best value from its travel arrangements.
- e) Act as the main budget contact for specific departments, assisting with the setting and monitoring of those budgets and providing all other advice and assistance those budget holders require.
- f) Promote and built good work relationships with all parts of the corporation, providing advice and assistance to all staff on any aspect of financial or accounting processes and procedures.
- g) Assist with the effective and timely preparation of budgets, annual financial accounts, management accounts, and cash flow forecasts as required.
- h) Supervise the petty cash system.
- i) Keep systems and procedures under constant review to ensure that they continue to contribute to the provision of a high quality service to the Corporation.

- j) Develop and implement all necessary financial policies and procedures to ensure the provision of an effective financial management service and compliance with any relevant regulations.
- k) Maintain reliable and accurate accounting records of the Corporation and produce management accounts as necessary to facilitate the effective management of the Corporation.
- l) Assist in the preparation of the annual budget and produce cash flow forecasts and variances against budget projections to assist decision making.
- m) Maintain day-to-day control of all accounting systems to ensure the complete and accurate processing of financial data in accordance with internal procedures.
- n) Produce regular analyses of income and expenditure to assist managers in the budget monitoring process.
- o) Supervise accountancy staff to ensure that they are appropriately motivated and trained and carry out their responsibilities effectively.
- p) Assist in the development, review and improvement of accountancy and computer systems within the Corporation.
- q) Provide advice on financial accountancy issues to managers and staff as required.

Required Educational and Professional Qualifications (I or II below)

- I.** A Bachelor's degree in the field of Finance/Accountancy/B.com or a Degree which is recognized by the U.G.C.

OR

- II.** Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL)/ Intermediate level qualification of Chartered Institute of Management Accountants (CIMA)/ Intermediate level qualification of Certified Management Accountants (CMA) of Sri Lanka/ Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA)/Higher National Diploma in Accountancy (HNDA)

4. Post - Assistant Manager (Administration)

Key Responsibilities of Assistant Manager (Administration)

- a) Supervise all clerical, typing and secretarial and support staff to ensure that they are appropriately trained and carry out their responsibilities to the required standards.
- b) Oversee the opening and distribution of internal and external post.
- c) Supervise reception and switchboard staff to ensure that there is appropriate cover at all times.
- d) Supervise the provision of work processing and typing services to all staff.
- e) Monitor stationery and post requirements to ensure that there are adequate supplies provided at all times.
- f) Consult client staff and functions to ensure that the services they require are being provided to the right standards.
- g) Oversee the provision of a comprehensive and reliable filing and photocopying service.

- h) Carry out secretarial and clerical duties as required ensuring that the service requirements of client staff are met.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Human Resources Management/Public Management/Business Administration which is recognized by the U.G.C.

5 .Post - Assistant Manager (Marketing)

Key Responsibilities of Assistant Manager (Marketing)

- a) Generate sales to achieve maximum profitability against annual sales targets.
- b) Identify and exploit new sales opportunities with existing and potential customers.
- c) Monitor customer accounts within the allocated sale area to ensure that sales potential is fully exploited.
- d) Establish and maintain effective communication links with other company departments to identify all sales opportunities.
- e) Maintain accurate records of all sales activity and prepare regular forecasts to enable effective forward planning.
- f) Maintain awareness of Corporation's products and of relevant sales techniques to ensure that the sales role is carried out as effectively as possible.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Marketing/Customer Relationship Management/Supply Chain Management/Logistic Management which is recognized by the U.G.C.

6. Post - Assistant Manager (Show Room)

Key Responsibilities of Assistant Manager (Show Room)

- a) Organize and control sales staff to ensure that they are appropriately motivated and trained to meet all sales targets and that they carry out their responsibilities to the required standards.
- b) Develop all necessary procedures and processes to ensure that the sales force operates efficiently and effectively and achieve all sales objectives.
- c) Monitor the performance of sales staff and take remedial action where necessary to ensure that sales target are met.

- d) Monitor and control the budget to ensure that all financial targets are met and that all necessary financial controls are in place.
- e) Develop and maintain relationships with key customers and other relevant bodies to ensure that the Corporation's maximum sales potential is realized.
- f) Maintain an awareness of developments in sales techniques and technology to ensure that the Corporation maintains and develops its competitive position.
- g) Monitor the sales performance of competitors to ensure that the corporation maintains and develop its competitive position.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Marketing/Business Management/Business Administration which is recognized by the U.G.C.

7. Post - Assistant Manager (Research & Development)

Key Responsibilities of Assistant Manager (Research & Development)

- a) Supervise research projects from the early planning stages to project completion.
- b) Make research schedules to monitor the activities of research teams.
- c) Preparing training schedules and time tables.
- d) Planning and coordinating training programs for office staff.
- e) Contributing and participating environment programs, seminars, exhibitions etc.
- f) Maintain training staff and program records from useful for the corporation.
- g) Updating timber classification and timber grading systems.
- h) Assessment of timber properties and qualities.
- i) Assist the DGM & Manager (Research, Training and Development) to handle their functions efficiently and effectively.

Required Educational and Professional Qualifications

- I. A Bachelor's degree in the field of Science/Agriculture/Physical Science/Business Administration degree which is recognized by the U.G.C

8. Post - Assistant Manager (Information Technology)

Key Responsibilities of Assistant Manager (Information Technology)

- a) Under direction of the IT Manager cover of all aspects of development, support and maintenance of the core IT network and infrastructure, utilizing technical skills.
- b) Design and implement secure solutions to meet customer / client needs while protecting the corporation's assets.
- c) Maintaining the daily backups.
- d) Maintaining servers and IT equipments.

- e) Assist with upgrading information security.
- f) Develop security standards, procedures, and guidelines for multiple platforms.

Required Educational and Professional Qualifications (I or II or III or IV below)

- I.** A Bachelor's degree in the field of Information Technology/Information Systems/Information Management/Computer Science/Computer Networks which is recognized by the U.G.C.

OR

- II.** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 7 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

OR

- III.** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 6 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

AND

At least five (05) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

OR

- IV.** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

AND

At least ten (10) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

9 .Post - Engineering Assistant (Civil)

Key Responsibilities of Engineering Assistant (Civil)

- g) Supervision of building and civil constructions.
- h) Supervision of road construction in coupes.
- i) Preparing estimates as and when required.
- j) Assist in civil procurement work.

Required Educational and Professional Qualifications (I or II or III below)

- I.** A Bachelor's degree in the field of Civil Engineering which is recognized by the U.G.C.

- II.** Higher National Diploma in Engineering – (Civil) and five (05) years post qualifying experience in a relevant field in a Corporation Board or a Reputed Statutory Institution.
- III.** NDT certificate in Civil Engineering /National Diploma in Engineering Science (Civil) (NDES) and five (05) years post qualifying experience in a relevant field in a Corporation, Board or a reputed statutory Institution.

10. Post - Engineering Assistant (Mechanical)

Key Responsibilities of Engineering Assistant (Mechanical)

- a) Supervise work teams to ensure that they carry out their work effectively and safely.
- b) Monitor the volume and quality of output to ensure that these are up to the standards required.
- c) Monitor equipment and adjust settings as necessary to ensure that the volume and quality of output are maintained to the required standard.
- d) Receive and store raw materials to ensure that there are sufficient stocks to meet repair requirements.
- e) Monitor manning levels on production / repair equipment and make changes as necessary in the relevant in the event of staff absence.
- f) Address and resolve any technical issues arising in the production process.
- g) Train operators in the production process to ensure that they work efficiently and safely.
- h) Monitor the working environment to ensure that company safety policies and health and safety regulations are complied with and to provide a safe and healthy working environment.
- i) Maintain all necessary production and repair records.

Required Educational and Professional Qualifications (1 or 2 or 3 below)

- I.** A Bachelor's degree in the field of Mechanical engineering which recognized by the U.G.C.
- OR**
- II.** Higher National Diploma in Engineering – (Mechanical) and five (05)years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution
- OR**
- III.** NDT certificate in (Mechanical Engineering)/National Diploma in Engineering Sciences (Mechanical) (NDES) and five (05) years post qualifying experience in a relevant field in a Corporation , Board or a Reputed Statutory Institution.

11. Post - Saw Mill Instructor

Key Responsibilities of Saw Mill Instructor

- a) Controlling the quality and quantity of output
- b) Overseeing and monitoring all aspects of operations and staffing in the mill, including health and safety, staff discipline, recruitment and training compliance with company policy and links with the local community and authorities.
- c) Preparing budgets and quarterly forecasts of costs.
- d) Ensuring all production processes operate at their most efficient
- e) Making sure that all timber products meet customer specifications.
- f) Ensuring that plant, equipment, yard and buildings are maintained in a planned and cost effective-way.
- g) Carrying out regular reviews of delivery performance and customer comments.
- h) Maintaining records of sawmills and their repairs.

Required Educational and Professional Qualifications (I or II or III or IV below)

- I.** A Bachelor's degree in the field of Science/ Physical Science/Engineering which is recognized by the U.G.C.
- OR**
- II.** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 7, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
- OR**
- III.** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 6 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission
- AND**
- At least five (05) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.
- OR**
- IV.** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission
- AND**
- At least ten (10) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

Age Limit

- Age should be not less than 22 years and more than 45 years as of the closing date.

General Conditions

Every applicant must:

- Be a citizen of Sri Lanka.
- Be physically and mentally fit to perform the duties of the post and serve in any part of the island.
- Possess excellent moral character.

Preferred Additional Qualifications

- Excellent communication, analytical, and decision-making skills.
- Proven leadership and team management capabilities.
- Knowledge of modern management practices and computer literacy.

Terms of Employment

- The appointment will follow the Scheme of Recruitment, Establishment code, Structured Interviews and terms outlined in Public Enterprises Circular 01/2021.

Chairman – State Timber Corporation



STATE TIMBER CORPORATION



Company Profile: The State Timber Corporation (STC) is a premier government-owned enterprise in Sri Lanka dedicated to the sustainable management, harvesting, and utilization of timber resources. Established with a legacy spanning over half a century, STC plays a pivotal role in meeting national timber demands while promoting environmental conservation and economic growth. As a key player in the forestry sector, the corporation ensures the supply of high-quality, eco-friendly timber products and services, fostering partnerships with the private sector to drive sustainable development. To explore the world of STC visit us at www.timco.lk

Applications are invited from suitably qualified candidates for the following Management Assistant posts in State Timber Corporation.

“Management Assistant (Technological)” Category-MA 2-2

1 .Post - Saw Mill Supervisor

Key Responsibilities of Saw Mill Supervisor

- a) Undertake routine supervision of Saw Mills.
- b) Carry out fault finding in Sawing.
- c) Assist in producing the maintenance schedule for Saw Mills.
- d) Supervise external contractors and internal workers as required.
- e) Carry out all sawing orders.
- f) Advise other maintenance personnel on any technical issues in Saw Mills.
- g) Ensure that all work is carried out in accordance with corporation safety rules and health and safety legislation.
- h) Ensure that all work is carried out in accordance with relevant environment standards.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

2 .Post - Foreman (Mechanical)

Key Responsibilities of Foreman (Mechanical)

- a) Undertake routine maintenance of mechanical equipment and instrumentation in accordance with the planned maintenance schedule.

- b) Carry out fault finding to detect and repair in vehicles.
- c) Assist in producing the maintenance schedule for mechanical equipment and instrumentation.
- d) Supervise external contractors and internal workers as required.
- e) Carry out all work within the agreed budgetary and time limits.
- f) Advise other maintenance personnel on any technical issues beyond their scope.
- g) Ensure that all work is carried out in accordance with company safety rules and health and safety legislation.
- h) Ensure that all work is carried out in accordance with relevant environment standards.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained a certificate of proficiency in relevant field not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

“Management Assistant (Non-Technological)” Category-MA 1-2

3 .Post - Depot officer

Key Responsibilities of Depot officer

- a) Receiving timber against advice of dispatch from forest / plantations/ private gardens.
- b) Receiving timber from other sources of supply. E.g. Forest offences, donated timber etc.
- c) Sale of timber.
- d) Maintaining stocks of timber based products.
- e) Managing sales depots according to instructions given.

Required Educational and Professional Qualifications

- I.** Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including , a. Sinhala/ Tamil
b. Mathematics
- II.** Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination in Science or Commerce streams.

4 .Post - Coupe Officer

Key Responsibilities of Coupe officer

- a) Demarcating of coupes and enumeration.
- b) Managing job work agreements entered in to with supply contractors.
- c) Supervising work of contractors at the sites where timber is extracted and transported.

- d) Issuing of timber from the forest against advice of dispatch to respective depots as specified.

Required Educational and Professional Qualifications

- I.** Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including , a. Sinhala/ Tamil
b. Mathematics
- II.** Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination in Science, Commerce or Arts streams.

“Management Assistant (Non-Technological)” Category-MA 1-1

5 .Post - Minor Supervisor (Building Maintenance)

Key Responsibilities of Minor Supervisor (Building Maintenance)

- a) Carry out minor repairs to office buildings and furniture.
- b) Inspect office buildings and premises and report any areas requiring maintenance or repair.
- c) Supervise the office cleaning work carried out by in house staff or contractor to, ensure the standards carry out minor decorating work.
- d) Coordinate installation, maintenance and repair work in buildings or complexes.
- e) Provides technical expertise, information and assistance to the maintenance and repair works.
- f) Examines buildings on a regular basis of needed repairs, maintenance, and cleanliness.
- g) Plans and oversees workers and all maintenance and repair works.
- h) Evaluating problematic systems or facilities and determining what installation or repair services needed to be performed.
- i) Performing initial evaluations of building systems and distributing work assignments.
- j) Evaluate each worker’s performance to ensure quality operations.
- k) Performs all other assignments and responsibilities as directed and needed.

Required Educational and Professional Qualifications

- I.** Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including , a. Sinhala/ Tamil
b. English Language
c. Mathematics
- II.** Having passed the G.C.E. (A/L) Examination in 03 subjects.

Age Limit

- Age should be not less than 18 years and more than 45 years as of the closing date.

General Conditions

Every applicant must:

- Be a citizen of Sri Lanka.
- Be physically and mentally fit to perform the duties of the post and serve in any part of the island.
- Possess excellent moral character.

Preferred Additional Qualifications

- Excellent communication, analytical, and decision-making skills.
- Proven leadership and team management capabilities.
- Knowledge of modern management practices and computer literacy.

Terms of Employment

- The appointment will follow the Scheme of Recruitment, Establishment code, Structured Interviews and terms outlined in Public Enterprises Circular 01/2021.

Chairman – State Timber Corporation



STATE TIMBER CORPORATION



Company Profile: The State Timber Corporation (STC) is a premier government-owned enterprise in Sri Lanka dedicated to the sustainable management, harvesting, and utilization of timber resources. Established with a legacy spanning over half a century, STC plays a pivotal role in meeting national timber demands while promoting environmental conservation and economic growth. As a key player in the forestry sector, the corporation ensures the supply of high-quality, eco-friendly timber products and services, fostering partnerships with the private sector to drive sustainable development. To explore the world of STC visit us at www.timco.lk

Applications are invited from suitably qualified candidates for the following Primary Level posts in State Timber Corporation.

“Primary Level (Skilled)” Category-PL-3

1 .Post - Heavy Machine Operator

Key Responsibilities of Heavy Machine Operator

- a) Operation of Folk lifters, Front end Loaders, Crawler Tractors, Timber Jacks, Bulldozers, Caterpillars, Pock land other heavy machinery.
- b) Minor repairs and maintenance of heavy machinery.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level four (04), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

2 .Post - Boiler & Kiln Operator

Key Responsibilities of Boiler & Kiln Operator

- a) Operations of boilers and kilns.
- b) Repair and maintenance of boilers and kilns.
- c) Maintenance of records relating to inputs and outputs.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level four (04), issued by a Technical /

Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

3 .Post - Plant Operator

Key Responsibilities of Plant Operator

- a) Operation of Impregnation plants.
- b) Repair and maintenance of plants.
- c) Maintenance of records relating inputs and outputs.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level four (04), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

4 .Post - Sawyer

Key Responsibilities of Sawyer

- a) Operations of saw mills of all kinds used by the Corporation.
- b) Repair and maintenance of saw mills.
- c) Maintaining records of inputs, expected output and actual output and waste.
- d) Reporting accidents and break downs.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level four (04), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

“Primary Level (Semi-Skilled)” Category-PL-2

5 .Post - Chain saw Operator

Key Responsibilities of Chain saw Operator

- a) Felling and logging of timber, using chain saws.
- b) Repair and maintenance of chain saws.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level two (02), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

6. Post - Lab Attendant

Key Responsibilities of Lab Attendant

- a) Participating in the field works and related duties of collecting timber samples.
- b) Labeling the samples which are received to the corporation in proper way and arrange them for suitable tests.
- c) Collecting all the test data which needs for specific tests of the samples and record them properly according to the tests.
- d) According to the test results authenticate the timber and prepare slides radical, cross sectional, and tangential sections.
- e) Conducting the research tests to identify the mechanical property tests of the timber samples.
- f) Taking computer printouts of the mechanical property tests of the timber samples.
- g) Taking microscopic photographs of the timber samples to identify the anatomical property tests.
- h) Taking responsibility of reporting and doing necessary arrangements for maintaining, repairing and the protecting of all the laboratory equipments.
- i) Preparing an inventory for laboratory equipments and update them annually.
- j) Storing and using the chemical in proper way in the laboratory and taking the responsibility of communicate with research managers to purchase them in advance tests doing.
- k) Taking the responsibility of all the maintaining processes of the laboratory as well as the library.
- l) Participating and issuing the materials and related equipments for the lectures, exhibitions, and other awareness programs.
- m) Maintaining books in library in proper system, lending them to the employees, collecting them at specific time period and keeping them in proper manner.
- n) In addition to these tasks, assisting and doing relevant duties which are accompanied with the State Timber Corporation.

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level two (02), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

7 .Post - Circuit Bungalow Keeper

Key Responsibilities of Circuit Bungalow Keeper

- a) Up keeping the circuit bungalows to standards.
- b) Maintain up to date housekeeping and cleanliness.
- c) Gardening.
- d) Receiving and offering a satisfactory service to visitors

Required Educational and Professional Qualifications

- I. Vocational:** Having obtained proficiency certificate not below than the National Vocational Qualification Level two (02), issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

“Primary Level (Un-Skilled)” Category-PL-1

8. Post - Field Assistant

Key Responsibilities of Field Assistant

- e) Unloading of timbers that have been transported from plantations, working coupes, at the State Timber depots and Saw Mills and other sites.
- f) Stocking of sawn timber in the stacking sheds at the sales depots.
- g) Assisting in the transport of timber recovered as a result of forest offenses and timber donated to the Corporation.
- h) Loading of timber solid into vehicles.

Required Educational and Professional Qualifications

- I.** Persons who have sat for the G.C.E (O/L) Examination.

Age Limit

- Age should be not less than 18 years and more than 45 years as of the closing date

General Conditions

Every applicant must:

- Be a citizen of Sri Lanka.
- Be physically and mentally fit to perform the duties of the post and serve in any part of the island.
- Possess excellent moral character.

Preferred Additional Qualifications

- Good communication and interpersonal skills.
- Ability to follow instructions and work effectively as part of a team.
- Willingness to learn and adapt to new tasks and procedures.

Terms of Employment

The appointment will follow the Scheme of Recruitment, Establishment code, Structured Interviews and terms outlined in Public Enterprises Circular 01/2021.

Chairman – State Timber Corporation