



# Ceylon Petroleum Storage Terminals Limited

Kolonnawa

## V A C A N C Y

Applications are invited for the following post in our Organization.

### **ASSISTANT MANAGER - SECURITY** (Grade A-5)

1. Honours Degree of a recognized University or equivalent with five years post degree experience in the relevant field  
**OR**
  2. General Degree of a recognized University or equivalent with six years post degree experience in the relevant field  
**OR**
  3. Diploma level (equivalent to NVQ Level 5/6) qualification of a recognized University or Institute with eight years post qualifying relevant experience or six years' experience at executive level in the relevant field.
- Experience in Military Police, Air Force Police, Navy Police or in Sri Lanka Police would be a definite added advantage.

**Age limit:** Below 45 Years.

This age limit is not applicable for the employees who are presently in the service of Government or Semi Government Organizations. They should submit their applications through their Heads of Departments. (The age limit is also not applicable to applicants who have served in armed forces as per the Public Administration Circular No. 299 of 23.07.1985.)

#### **Scope of work**

1. To assist Manager (Security) to coordinate day-to-day security duties in Bulk Depots and to supervise any changes and other related security matters.
2. To deputize Manager (Security) in his absence to attend Security Conferences and other meetings and discussions.
3. Preparation of security related instructions / manuals and to conduct investigation as and when required in Bulk Depots.
4. Should be able to play a leading role in an emergency situation in Bulk Depots and to conduct rehearsals on Security Contingency Plan and to issue security instructions with the help of Manager (Security).
5. To supervise day-to-day security activities in Bulk Depots and to submit daily situation reports to Manager (Security) daily (Through SAP).
6. To maintain records/services of weapons/ammunition/radio sets in Bulk Depots and perform annual visits to Bulk Depots and submit reports.
7. To build up good public relation with all Police Stations and Army Camps closer to Bulk Depots and to obtain their support in an emergency.
8. To prepare productive suggestions and plans in change of duties in Bulk Depots and to assist Manager (Security) to implement suggestions.
9. To look after welfare of Security Personnel in Bulk Depots including their uniform and other needs with the help of Depot Superintendent.
10. To study annual transfers of the security personnel and other transfers of the Bulk Depots and forward recommendations to Manager (Security).
11. To organize annual live firing practices and other training in Terminal and Bulk Depots and to attend these programmes.
12. Gather information regarding any crisis in Bulk Depots and to activate / coordinate Crisis Contingency Plan as and when required.
13. To perform night duties as per the instructions of the Manager (Security).

**Salary scale : Rs. 158,900 - 5 x 2,120 : 10 x 2,790 = 197,400/-**

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Educational Certificates and Certificates of experience with names and addresses of two non-related referees under registered post to reach the Human Resource Manager on or before 29.03.2022 indicating the post applied for on the top left-hand corner of the envelope.

Please note that the applications which do not contain adequate information to verify the above criteria will be rejected and only the shortlisted candidates will be called for the interview.

- Application called for this post on 06.05.2021 is cancelled hereof.

Human Resource Manager  
**Ceylon Petroleum Storage Terminals Limited (CPSTL)**  
Kolonnawa, Wellampitiya.  
Tel: 2572597 / 2572307