

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POST OF
CHIEF EXECUTIVE OFFICER (C.E.O.) IN THE SENIOR MANAGER CATEGORY**

File No: 60.42.03/405/11

MSD File No: DMS/1628/Vol 11

1. **Employee Category:**

Senior Manager

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

The General Manager (C.E.O) is the highest level Executive Officer of the institution.

The General Manager (C.E.O) is accountable and responsible for all the activities, and administrative and financial affairs of the Institute who under the general direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Institute, for excelling in official achievements and generation and transfer of technology.

(b) **Posts falling within this service category:**

General Manager

(c) **Nature of Appointment:**

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

STATE TIMBER CORPORATION
SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY
OF "SENIOR MANAGER" (OTHER THAN C.E.O.)

File No: 66.41.00 3/405/11

MSD File No: DMS/1628/Vol 11

1. Employee Category:

Senior Manager

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

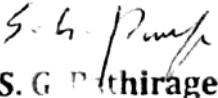
Management Functions, relating to the role conferred upon the organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate/ support role of the General Manager as the immediate subordinate to the officers of this category have to bear responsibility and accountability of Institutional Management, next to the General Manager.

(b) Posts falling within this service category:

Additional General Manager

(c) Job Description

1. Assist to General Manager in handlings overall administrative and financial control of the institute.
2. Perform any other duties assigned by the General Manager of the corporation.
3. Formulate and execute operation and business plans and make necessary arrangements in order to enhance production and the income of the corporation.
4. Participate in development of the corporation's plans and programs as a strategic partner.
5. Prepare official reports and documents on behalf of the organization.
6. Attend and coordinate activities between other agencies.
7. Participate at local and international conferences, seminars, workshops on behalf of the corporation.


S. G. Pathirage
Director

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY
OF "SENIOR MANAGER"**

File No: 6.4.3/405/11

MSD File No: DMS/1628/Vol II (1)

1. **Employee Category:**

"Senior Manager"

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate/ support the role of General Manager.

(b) **Posts falling within this service category:**

1. Deputy General Manager (Operation)
2. Deputy General Manager (Human Resources & Administration)
3. Deputy General Manager (Finance)
4. Deputy General Manager (Marketing)
5. Deputy General Manager (Internal Audit)

(c) **Job Description**

Deputy General Manager (Operation)

1. Provide leadership and management to the Operations Division.
2. Develop operational policies & procedures with consultation of management regarding purchasing of private timber & production of sleepers & transmission poles requested by CGR & CEB.
3. Liaisons with Forest Department & other stakeholders to continue the operations smoothly.
4. Identifying of forest plantation, released from the Forest Department & deciding of mechanism of timber extraction.
5. Planning of annual production & monitoring up the production.
6. Making proposals to the contract management for policy decisions and financial matters in order to maximizing of profits.
7. Ensuring the timber extraction tender procedures are adhered to in time in order to ascertain un-interrupted timber supply.
8. 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-term and long-term objectives.

S. G. Pathirage

15/03/21
S. G. Pathirage

Director

Department of Management Services

General Treasury

Colombo 01

9. Develop and control the budget for the Operations Department to ensure that the department has all the resources required to meet its objectives within agreed financial parameters.
10. Develop all necessary policies and procedures to ensure that a safe and healthy working environment is maintained at all work sites.
11. Maintain an effective working relationship with all other managers to ensure that there is an effective coordination of all corporation activities in support of corporate objectives.
12. Chair the timber pricing committee.
13. Carry out any other duties as may be notified by the management.

Deputy General Manager (Human Resources & Administration)

1. Planning & developing Human Resource & Administration policies to help align the workforce with the strategic goal of the Corporation.
2. Overseeing the implementation of human resources programs & monitor administration to established standards and procedures. Identifies opportunities for improvement & resolves any discrepancies.
3. Integration of H.R. activities with other functions.
4. Analyze corporate plans to determine likely future staffing needs & Administration changes.
5. To assist the General Manager in day to day management of the organization.
6. Maintain comprehensive organization charts and staffing lists to identify current staffing and vacancy data.
7. Develop planning models to enable future staffing needs to be determined accurately.
8. Advise the organization on the staffing implications of new policies, products and services.
9. Develop and maintain information systems to ensure the accurate collection and maintenance of staffing data.
10. Assuring that disciplinary inquiries are performed within the given time frame.
11. Handling of labor matters.
12. Handling of matters pertaining to Recruitment, Selection, Performance evaluation, Transfers & Dismissals.
13. Maintain good working relationships with insurers and other relevant authorities to ensure that the Corporation's interests are safeguarded and a safe and healthy working environment is maintained.
14. Carry out any other duties as may be notified by the management.

Deputy General Manager (Finance)

1. Utilization of the assets of the corporation in such a manner that it will bring the maximum productivity.
 2. Preparation of the corporate plan.
 3. Implementing the unit cost method.
 4. 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.
- Contribute to the achievement of the corporation's business objectives by providing advice and guidance on financial strategy.

S. G. Pathirage

Department

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6. Develop and control the corporation's annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with.
7. Provide financial advice and guidance to the Corporation managers and staff to enable them to achieve their objectives.
8. Oversee the preparation of Corporation financial accounts to ensure that these are presented accurately and on time.
9. Develop and implement an internal monitoring program to ensure that corporation complies with financial procedures and regulations.
10. Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the corporation.
11. Monitor external contracts and services provided by suppliers to ensure that they are operating effectively and provide the best value to the corporation.
12. Carry out all necessary actions to ensure that the corporation meets its financial and legal obligations.

Deputy General Manager (Marketing)

1. Identify and develop new initiatives to improve the range and quality of the products provided by the corporation and to ensure responsiveness to changes in the external environment.
2. Develop all necessary policies and procedures to ensure the effective promotion and marketing of the corporation.
3. Analyze trends in the business environment, help to develop products that are responsive to market demands, and identify new market opportunities & strategies.
4. 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.
5. Critically 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.
6. Direct and control the staff of the directorate to ensure that they are appropriately motivated and trained and are working towards the achievement of the corporation's corporate objectives.
7. Advise 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.
8. Control and monitor the finances of marketing sector to ensure effective budgeting and cost control.
9. Report to the General Manager for policy making and strategic development for sale & marketing of STC products.
10. Provide guidelines & supervision to the Marketing Manager & Manager (Timber grading and Auctions).

S. H. Puri 15/03/21

Director
Department of Management Services
General Treasury
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Deputy General Manager (Internal Audit)

1. Direct and control all internal audit staff to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards.
2. Develop and implement an annual audit plan to ensure that the organization complies with financial and statutory regulations and standards.
3. Monitor the conduct of internal audits to ensure that all relevant activities are subject to periodic audit.
4. Present audit reports to the Board and committees to identify areas requiring attention and ensure implementation of any actions agreed.
5. Develop all necessary internal controls to ensure that financial systems operate effectively and to identify potential problems.
6. Maintain a working relationship with external auditors to ensure that they have all the information they might require.
7. Carry out audit reviews to investigate any area identified by management.
8. Preparation and implementation of audit programs.
9. Recommending internal control system when necessary.
10. Convening Audit & Management meetings.

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STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF "SENIOR MANAGER"**

File No : ටී. ඊ. සී/ 3/405/ 11
MSD File No. DMS/1628/Vol 11

1. **Employee Category:**

"Senior Manager"

2. (a) **Broad definition of the nature of functions assigned to the employees
of the
category:**

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate/ support the role of the General Manager.

(b) **Posts falling within this service category:**

1. **Deputy General Manager (Engineering & Production)**

(c) **Job Description**

Deputy General Manager (Engineering & Production)

- Direct and control all production, purchasing and distribution of resources employees to ensure that the corporation achieves its short and long-term objectives.
- Direct and control the production function to ensure that finished goods of the required standard are available to customers within agreed costs and at the right times.
- Direct and control the warehousing and distribution functions to ensure that customers are supplied with the right quantities of goods at the right times in liaison with Deputy General Manager-Marketing.
- Develop all necessary policies and procedures to ensure that a safe and healthy working environment is maintained at all working sites.

- **Maintain an effective working relationship with all other managers to ensure that there is effective coordination of all activities in support of corporate objectives.**
- **Overall supervision of engineering, furniture, Transport, Saw mills and timber complexes.**
- **Assisting the General Manager and the management in diversifying areas in above branches.**
- **Advising the management on engineering matters and take appropriate actions.**

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28 MAY 2018

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**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY
OF "SENIOR MANAGER"**

File No:

MSD File No.

1. **Employee Category:**

"Senior Manager"

2. **(a) Broad definition of the nature of functions assigned to the employees of the category:**

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate/ support the role of the Deputy General Manager/ General Manager.

(b) **Posts falling within this service category:**

1. Assistant General Manager (Zonal)

(c) **Job Description**

Assistant General Manager (Zonal)

1. 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.
2. To assist the planning of annual production & monitoring up the production.
3. 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.
4. Direct and coordinate Regional Managers' progress meetings.
5. Supervise the performance of every regions of the State Timber Corporation.
6. Participate and provide necessary guidance to conduct meetings at Regional Offices.
7. Coordinate external organizations when necessary for supplying timber.
8. Chair the timber pricing committee, technical committees, timber grading committees and auction committees.


A.U.K. Dodanwala

Director

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- 9. Carry out any other duties as may be notified by the management.**

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**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY
OF "SENIOR MANAGER"**

File No: ඌ. ඇ. ස/ 3/405/ 11

MSD File No. DMS/1628/Vol 11

1. **Employee Category:**

"Senior Manager"

2. **(a) Broad definition of the nature of functions assigned to the employees of the category:**

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate/ support the role of the Deputy General Manager/ General Manager.

(b) **Posts falling within this service category:**

1. Assistant General Manager (Engineering & Production)
2. Assistant General Manager (Marketing)

(c) **Job Description**

Assistant General Manager (Engineering & Production)

- 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.
- Assist Deputy General Manager in developing policies and procedures to ensure that a safe and healthy working environment is maintained at all working sites.
- Maintain an effective working relationship with all other managers to ensure that there is effective coordination of all activities in support of corporate objectives.
- Supervision of technical, furniture, transport, saw mills and timber complexes.
- Assisting the Deputy General Manager in all engineering and production matters of Corporation.
- Execute engineering policies and procedures to ensure that plant and equipment is effectively maintained to ensure maximum production efficiency.

A. U. K. Dissanayake

Director

Department of Management

General Treasury

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Assistant General Manager (Marketing)

- Direct supervision and provide necessary guidelines to the staff to achieve sales targets fixed for the year.
- Preparing annual marketing and distribution action plan for the implementation.
- Ensure that a steady supply of logs, sawn timber, furniture and other wooden products by the prospective line manager for sustainable and effective marketing.
- Identify new market opportunities and make awareness of the export market for innovative value added products.
- Report to the Deputy General Manager for policy making and strategic development for sale & marketing of STC products.
- 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.
- Advise 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.
- 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.
- Assisting the Deputy General Manager in all Marketing and distribution related matters of Corporation.

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF "MANAGER"**

File No: 6. 4. 3/405/11

MSD File No: DMS/1628/ Vol 11

1. Employee Category:

Manager

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

Functions by their general nature, fall within the processes of Policy Making, Direction, Managing and Decision Making that can be considered as components of the role assigned to the Chief Executive Officer of the Organization, post specifically delegated in a manner supplementary to / facilitating the discharging of duties by the Chief Executive Officer.

(b) Posts falling within this service category :

1. Manager / Deputy Manager (Timber Supply)
2. Manager / Deputy Manager (Forest Offence & Donations)
3. Manager (Information Technology & Management Information System)
4. Manager / Deputy Manager (Purchasing & Shipping)
5. Manager / Deputy Manager (Research & Training)
6. Manager / Deputy Manager (Timber Grading & Auction)
7. Manager / Deputy Manager (Production)
8. Manager / Deputy Manager (Saw Mill)
9. Regional Manager
10. Manager / Deputy Manager (Human Resources)
11. Manager / Deputy Manager (Furniture Designing)
12. Manager / Deputy Manager (Quality Assurance)
13. Manager (Finance)
14. Manager / Deputy Manager (Administration)
15. Manager / Deputy Manager (Investigation)
16. Manager / Deputy Manager (Marketing)
17. Manager / Deputy Manager (Furniture Factory)
18. Manager / Deputy Manager (Sleepers & Transmission Poles)
19. Manager / Deputy Manager (Season & Preservation)
20. Manager / Deputy Manager (Security)
21. Manager / Deputy Manager (Mechanical Engineer)
22. Manager / Deputy Manager (Civil Engineer)
23. Manager / Deputy Manager (Internal Audit)
24. Deputy Regional Manager
25. Deputy Manager (Finance)


A.U.K. Dodanwala

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The selection for the following posts will be made on the basis of seniority and merit. There shall be no direct recruitment for these posts.

1. Manager (Timber Supply)
2. Manager (Forest Offence & Donations)
3. Manager (Purchasing & Shipping)
4. Manager (Research & Training)
5. Manager (Timber Grading & Auction)
6. Manager (Production)
7. Manager (Saw Mill)
8. Regional Manager
9. Manager (Human Resources)
10. Manager (Quality Assurance)
11. Manager (Finance)
12. Manager (Administration)
13. Manager (Investigation)
14. Manager (Marketing)
15. Manager (Furniture Factory)
16. Manager (Sleepers & Transmission Poles)
17. Manager (Season & Preservation)

(c)

Job Description

1. Manager/ Deputy Manager (Timber Supply)

- Supervising the progress of production and make aware the Regional Managers to obtain expected results.
- Making arrangements for purchasing trees from the private lands
- Planning, organizing and coordinating all regions to achieve timber supply function efficiently and effectively.
- Carry out any other duties regarding timber supply as may be notified by the management

2. Manager / Deputy Manager (Forest Offence & Donations)

- Dealing with Forest Offence Materials & timber donations.
- Attend to all forest offence & donated timber, which are being informed by the Regional Managers.
- Monitoring of all forest offence & donated timber & take remedial measures in collecting those.
- Price recommendations for those timbers for way side sales.
- Recommending any incentives for those who have detected forest offence timber.
- Maintaining close supervision of timber confiscate by courts



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Director

Department of Management Services

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- Playing an active role to solve the problems arisen for taking forest offences and donated timbers.
- Contributing as member of timber grading committee, auction committee and technical committees may be notified by the management.

3. Manager (Information Technology & Management Information System)

- Workout current and future IT needs by consulting with people at all levels about the current work systems and deciding how improvements could be made.
- Evaluating user needs and system functionality and ensuring that ICT facilities meet these needs.
- Direct the integration of IT operations, computer hardware operating systems communications, software applications and data processing.
- Workout priorities for systems developments, maintenance & operations.
- Provide the upkeep, maintenance and security of networks.
- Assign and review the work of their subordinates.
- Provide information to all other divisions with reference to their requirements.
- Keep track of hardware requirements.
- Make necessary decisions to adapt open source environment and provide special training when required.
- Managing crisis situations, which may involve complex technical hardware or software problems.
- Keeping up to date with the latest technologies.
- Ensuring that users adhere to software licensing laws.

4. Manager / Deputy Manager (Purchasing & Shipping)

- Purchasing all the stationeries, spare parts and office equipments according to the requirements of all the sections by following tender procedure.
- Organizing of printing confidential & other documents.
- Calling tenders on procurement guidelines.
- Getting necessary steps to import oils, vehicles, & machinery using tender procedure.
- Analyzing market and delivery systems in order to assess present and future material availability.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Participate in the development of specifications for equipment, products or substitute materials.



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Director

- Representing companies in negotiating contracts and formulating policies with suppliers.
- Preparing reports regarding market conditions and merchandise costs.

5. Manager / Deputy Manager (Research & Training)

- 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.
- Undertaking regular assessments of training needs and develop a program to meet identified needs.
- Getting awareness about the training needs of employees in each region through the Regional Manager.
- Giving awareness to employees regarding training diplomas which are conducted by the organization & train them to gain required knowledge and skills.
- Doing the researches to cover the problems in timber industry
- Providing guidelines and assistance for decision making activities of the management regarding research & training.
- Maintaining close communication with managers and staff to discuss training needs and to ensure that they are fully aware of training opportunities available.
- Developing and monitor the training budget to ensure that the best quality of training and development is provided within the established budget.
- Overseeing the development of effective processes for the evaluation of all training and development provided.
- Overseeing the maintenance of all necessary training and development records.

6. Manager / Deputy Manager (Timber Grading & Auctions)

- Timber grading by examine quality and type of the timber.
- Implementing policy decisions regarding market price of timber.
- Participating auctions and marketing decisions regarding timber prices.
- Preparing reports relating to all the timber grading activities.
- Acting as a member of Pricing Committee

7. Manager / Deputy Manager (Production)

- Directing & control all factory staff to ensure that they are properly motivated, trained and developed, and carry out their responsibilities to



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the required standards and in accordance with health, safety & hygiene standards.

- Monitoring employees towards the annual targets of production and sales.
- Organizing all production operations to ensure that output and quality targets are achieved.
- Obtaining annual reports of the production and examine the reasons for gap between production levels and the expected level.
- Monitoring the marketing plan.
- Creating the production plan with the consultation of DGM.
- Obtaining raw materials according to the production plan.
- Developing all necessary policies and procedures to ensure that plant and equipment is effectively maintained to ensure maximum production efficiency.
- Developing and implement any required changes to production processes to improve output and product quality and to reduce costs.
- Identifying and implement quality improvement programs to improve the cost effectiveness of the manufacturing process.

8. Manager / Deputy Manager (Saw Mill)

- Overseeing and monitoring all aspects of operations in the Sawmills.
- Identify training needs of the employees in the Sawmill and assigning them programs.
- Ensuring all production processes, operate at the most efficient manner in relation to quality and cost.
- Making sure that all timber and residue products meet customer specification.
- Ensuring that plant, Equipment, yard and buildings are maintained in a planned and cost-effective way.
- Making sure that adequate resources are always available to provide the expected level of service to the customers and the sales team.
- Estimating annual production targets of sawn timber.
- Adhering to, implement of policies and decisions given by top management for the progression of saw mills.

9. Regional Manager

- Having Discussions with Forest Department & other organizations for replacement of forest.
- Organizing of basic activities like identification of coupes, demarcation, enumeration and road construction.
- Calling tenders for timber supplies, evaluation them and conducting regional tender boards.
- Categorizing of coupes and supervision of estimation.



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- Assigning of coupes, entering into agreements, organizing of fellings and supplies and supervision of distribution.
- Administration of timber sales depots, timber grading and auctioning.
- Administration of sawmills and organizing of sawn timber production.
- Maintenance of vehicles and machineries and utilizing them productively.
- Private timber purchasing.
- Administration of the Regional Office & other units under the region.
- Attending to district coordinating committee meetings & other meetings & coordination among government institution.
- Organizing of the acceptance of Forest offence materials & donated timber.
- Planning of timber production.
- Collection of data and providing of reports to the Head Office.
- Purchasing of spares, ordering of goods, stocking and distribution.
- Managing the regional activities in such a manner that the maximum profit is realized.
- Any other duty assigned by the management.

10. Manager / Deputy Manager (Human Resources)

- Supervise section staff to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards
- Apply all necessary policies and procedures to promote effective communication between management and staff and to encourage harmonious industrial relations..
- Develop and oversee the implementation of the organization's recruitment strategy to ensure that staffing needs are met.
- Consult employee representatives and shop stewards about joint agreements, terms and conditions of employment and other work-related issues.
- Develop and oversee the implementation of all necessary systems and procedures to ensure that the recruitment and selection process operates effectively.
- Supervise the process for the placing of advertisements for all internal and external vacancies.
- Adhere to, and implement all HR policies & procedures.
- Assist staff & Deputy General Manager in progress reviews & annual reviews of personal performance plans and personal development plans.
- Manage all misconduct rescues according to the disciplinary code of the STC.
- Administer compensation, benefits and performance management systems.



- Identify staff vacancies & recruit, interview & select applicants.
- Maintain records and compile statistical reports concerning personnel related data such as transfers, performance appraisals & absenteeism rates.
- Maintain up-to-date knowledge about employment law as it relates to employee relations.

11. Manager / Deputy Manager (Furniture Designing)

- Prepare plans, drawings, sketches and models as required to support design and development of proposals.
- Studying, researching and planning various styles of furniture design.
- Carry out site inspections as required ensuring the effective production on plan drawing, sketches and models.
- Reproduce and distribute plans, drawings etc as required
- Maintain all necessary records relating to plans, drawings etc.
- Attending workshops, seminars and training on various types of manufacturing and furniture design.

12. Manager / Deputy Manager (Quality Assurance)

- Provide guide lines to the Deputy General Manager to ensure standards of timber products.
- Take action to provide necessary technological facilities to maintain expected quality of the timber products.
- Examine and certify whether the materials and chemicals which are used for the production are in standard levels or not.
- Direct and control the staff of the quality department to ensure that they are well motivated and receive all necessary training and development to enable them to carry out their responsibilities to the required standards.
- Develop strategies and processes to ensure that total quality is promoted throughout the company.
- Develop processes and procedures to ensure that there is continuous improvement in all company operations and that waste is kept to a minimum.
- Act as the company's expert on quality management and provide any necessary training and advice to managers and staff to ensure that they pursue the objectives of total quality management and continuous improvement.
- Develop quality targets and measures for all company operations and monitor the performance of the company against these.
- Provide advice and guidance to the company, its managers and staff on any regulatory aspects of total quality management.



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Director

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- Undertake all necessary research to keep abreast of developments in the fields of total quality management and continuous improvement to ensure that the company maintains its competitive position.
- Control all departmental budgets and resources to ensure that these operate cost-effectively and in accordance with quality standards.

13. Manager (Finance)

- Supervision of maintenance of General Ledger and ensure that Annual Accounts are prepared on time.
- Supervision of maintenance of cash book and bank reconciliation.
- Answering Auditor General's report and taking follow-up action with regard to the comments made by the Auditor General.
- Utilization of funds of the corporation in such a manner that it will bring the maximum income.
- Preparation and Computation of payment of income tax and other taxes.
- Maintenance of Assets Register and Assets control Account.
- Maintenance of stocks and Stores Control Accounts.
- Preparation of financial statements, quarterly, monthly and annually and providing information to the management in time to ensure better decision making.
- Supervision and co-ordination of work in connection with cash sales, credit sales and debtors control.
- To ensure that all control accounts are reconciled monthly.
- Supervision and monitoring of implementation of computerized Accounting System in the regions.
- To attend to any other work assigned by D.G.M.(Finance).

14. Manager / Deputy Manager (Administration)

- Supervise the work of administrative support staff to ensure that they provide the administrative services required by the company to the required standards.
- Negotiate contracts for the purchase of stationery and office equipment on the most cost-effective basis.
- Supervise the distribution of incoming mail and the efficient dispatch of outgoing mail.
- Carry out routine inspections to ensure that first aid boxes are adequately stocked and that fire extinguishers are correctly maintained.
- Keep all staff informed of office procedures.
- 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.
- Prepare the annual budget for office services and monitor expenditure against this budget.



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- Maintain awareness of the best practice in office procedures and of developments in office technology to ensure the continued effective and efficient running of the Corporation.
- To assist the GM and DGM (HR & Admin) in day to day Administrative necessities.

15. Manager / Deputy Manager (Investigation)

- Conducting preliminary investigations & provide recommendations to the management.
- Supervision and control the disciplinary activities of the Corporation.
- Present to the labor court on behalf of the corporation.
- Providing preliminary investigations reports to management for taking decisions.
- Documenting and keeping all the investigation documents securely
- Presenting to the labour court on behalf of the corporation.
- Other activities which are delegated by the Chairman & General Manager.
- Representing as Prosecution officer on behalf of the corporation at the formal inquiries as may be notified by the management.

16. Manager / Deputy Manager (Marketing)

- Preparing annual marketing, distribution and action plan for the implementation.
- Ensure that a steady supply of logs, sawn timber, furniture and other wooden products by the prospective line Managers for sustainable and effective marketing.
- Identify new market opportunities and make awareness of the export market for innovative value added products.
- Monitor and evaluate the activities assigned to subordinate in the marketing division with regard to orders for timber and other products.
- Implement marketing packages to market and dispose stagnated products and make easiness for the cash flow of the STC.
- Present pricing proposals to the Pricing Committee before presenting to the Board.
- Develop and implement information systems which will provide data on existing and potential customers to enable the Corporation to identify opportunities for new sales.
- Carry out or commission surveys of customer satisfaction to identify the scope for improvements in product quality and service delivery.
- Assist in the development of sales and marketing literature and associated documents to improve the marketing of the company and its products.



A.U.K. Dodanwala

Director

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- Provide the main source of expertise to the Corporation on business development issues.
- Maintain regular contact with the sales and production functions to keep abreast of any developments in products and services.
- Maintain an awareness of developments in the fields of product marketing and research to ensure that the Corporation continues to compete effectively.

17. Manager / Deputy Manager (Furniture Factory)

- Coordinate sales & production in furniture factory in accordance with corporation objectives.
- Setting, review and recommend the overall policies and procedures for the factory.
- Derive and develop medium, short-term plans and executive programs to manage & achieve the Factory goals.
- Monitor the Factory performance to ensure that progress is being made in the desirable direction.
- Setting the estimated budget; monitor the Factory expenditures and financial performance.
- Efficiently use of materials, machines, and employees to minimize the costs and optimize for processes efficiency.
- Review production costs and product quality, modify production and inventory control programs to maintain & enhance profitable operations of the Factory.
- Direct all factory activities to insure safety and compliance with ISO standards, regulatory compliance and contract agreements.

18. Manager / Deputy Manager (Sleepers & Transmission Poles)

- Accept orders from the C.G.R. and C.E.B. & monitor orders from the C.G.R. and C.E.B.
- Monitor and assure the quality and standards of the sleepers and transmission poles.
- Distributing Creosote and gang nails to all regions after importing them through Purchasing and Shipping section.
- Obtain sample and forward to the Industrial Technological Institution and present reports to the
- Technical Evaluation Committee according to the tender procedure.
- Take the responsibility of dealing with private buyers and sellers.
- Taking orders & monitor for Elephant poles and supply them according to the requirements.
- Monitoring the Creosote and gang nails availability.


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19. Manager / Deputy Manager (Season & Preservation)

- Handling timber season and preservation function and providing necessary guidance to employees to handle the timber seasoning and preservation
- Monitoring and coordinating employees to achieve the targets.
- Maintain regular contact with the production functions to keep abreast of any developments in timber seasoning and preservation
- Maintain an awareness of developments in the fields of timber seasoning and preservation to ensure that the Corporation continues to compete effectively.
- Attending workshops, and training on various types of timber seasoning and preservation field.
- Getting necessary steps to improve the field of timber seasoning and preservation
- Documenting and keeping all the records related to timber seasoning and preservation

20. Manager / Deputy Manager (Security)

- Developing and implementing security policies, protocols and procedures
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status
- Supervision of all Security Supervisors & Security Guards.
- Preparation of the Roaster.
- Take the charge of Fire arms & obtaining of Licenses.
- Collect and analyze security data to determine security needs, security program goals, or program accomplishments.
- Plan, direct, or coordinate security activities to safeguard corporation assets, employees, guests, or others on corporation property
- Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Supervision of security in other regions.

21. Manager / Deputy Manager (Mechanical Engineer)

- Monitor and review all engineering processes, documentation, tools, plant and computer software to ensure that these operate effectively and are appropriate to meet production targets.



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- Recommend design requirements and modifications to Corporation's products to ensure that they meet production standards and existing and future customer requirements.
- Review and evaluate any new equipment and processes to ensure that they meet production requirements.
- Review the engineering process and cost implications of proposed new products.
- Recommend any necessary changes to engineering processes to improve efficiency, effectiveness and product quality.
- Establish and maintain contacts with external suppliers to advise them of any design constraints and requirements on machinery and equipment supplied.
- Maintain an awareness of developments in the field of Mechanical engineering to ensure that the Corporation continues to apply the most effective processes and equipment.

22. Manager / Deputy Manager (Civil Engineer)

- Provide technical advice to managers and staff on all aspects of civil engineering relating to the operations.
- Carry out any required site visits and inspections to determine the civil engineering aspects of planned works.
- Carry out feasibility studies for major and minor works and recommend new projects and extensions to existing projects.
- Direct and control civil engineering projects to ensure that they are completed to the standards required within agreed time scales and to the agreed budget level.
- Advise on the purchase of plant and machinery to ensure that it is appropriate for the purposes intended.
- Maintain regular contact with other professionals and staff involved in large engineering projects to ensure that there is effective overall coordination.
- Prepare reports on the civil engineering aspects of projects to ensure that decisions are based on the best possible information and take account of all resource implications and time and budgetary constraints.
- Maintain knowledge of modern civil engineering techniques and processes and recommend any new systems that will enhance the effectiveness of the civil engineering function.



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23. Manager / Deputy Manager (Internal Audit)

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

24. Deputy Regional Manager

- Assist to Regional Manager for organizing of basic activities like identification of coupes, demarcation, enumeration and road construction.
- Monitoring of all sub regional activities & report to the RM whether the targets are achieved.
- Monitoring the sale targets.
- Planning & conducting of timber auctions.
- Coordinating with the Forest Department for forest release, FOR timber & other relevant matters.
- Monitoring of timber sales depots, timber grading and auctioning.
- Monitoring of sawmills and organizing of sawn timber production



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- Organizing the regional activities in such a manner that the maximum profit is realized.
 - Assist to Regional Manager for Collecting of data and providing of reports to the Head Office.
 - Any other duty assigned by the Regional Manager

25. Deputy Manager (Finance)

- 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.
- Maintain reliable and accurate accounting records for the Corporation and produce management accounts as necessary to facilitate the effective management of the Corporation.
- Assist in the preparation of the annual budget and produce cash flow forecasts and variances against budget projections to assist decision making.
- Maintain day-to-day control of all accounting systems to ensure the complete and accurate processing of financial data in accordance with internal procedures.
- Produce regular analyses of income and expenditure to assist managers in the budget monitoring process.
- Supervise accountancy staff to ensure that they are appropriately motivated and trained and carry out their responsibilities effectively.
- Assist in the development, review and improvement of accountancy and computer systems within the organization.
- Provide advice on financial accountancy issues to managers and staff as required.

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF "MANAGER"**

File No: ස. ද. ස/ 3/405/ 11

MSD File No: . DMS/1628/Vol 11

1. Employee Category:

Manager

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

Functions by their general nature, fall within the processes of Policy Making, Direction, Managing and Decision Making that can be considered as components of the role assigned to the Legal Manager of the Organization, post specifically delegated in a manner supplementary to / facilitating the discharging of duties by the Deputy General Manager.

(b) Posts falling within this service category :

Manager/ Deputy Manager (Legal)

(c) Job Description :

Manager/ Deputy Manager (Legal)

- Responsible for taking legal actions for the cases against the State Timber Corporation in the Supreme Court, Appeal Court, High Court, District Court, Magistrate Court, Labor Tribunal, Industrial Court.
- Attending to legal matters pertaining to human right cases in commission for human rights & Labor Department.
- Preparation of legal agreements.
- Providing legal advices on behalf of the corporation.
- Bear the responsibility of all legal and related matters.

3. Nature of Appointment:

Permanent with entitlement to Employees', Provident Fund and Employees' Trust Fund.

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**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF "JUNIOR MANAGER"**

File No: 6. 4. 3/405/11
MSD File No: DMS/1628/ Vol 11

1. Employee Category:

Junior Manager

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

Administrative, Personnel Management, Financial Management Activities, and other similar activities post specifically delegated in a manner supplementary to and facilitating the discharging of duties by the Managers and Senior Managers of the Organization, subject to the supervision/ directions by the Managers / Senior Managers.

(b) Posts falling within this service category :

- 1) Assistant Regional Manager
- 2) Confidential Secretary
- 3) Computer Programmer
- 4) Assistant Manager (Finance)
- 5) Assistant Manager (Investigation)
- 6) Assistant Manager (Administration)
- 7) Assistant Manager (Marketing)
- 8) Assistant Manager (Show Room)
- 9) Assistant Manager (Purchasing)
- 10) Assistant Manager (Human Resources)
- 11) Engineering Assistant (Civil)
- 12) Engineering Assistant (Mechanical)
- 13) Engineering Assistant (Electrical)
- 14) Assistant Internal Auditor
- 15) Assistant Manager (Transport)
- 16) Assistant Manager (Research & Development)
- 17) Assistant Manager (Information Technology)
- 18) Manager (System Administration)
- 19) Saw Mill Instructor
- 20) Assistant Manager (Mechanical Stores)



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(c) Job Description

1. Assistant Regional Manager

- Supervision of the Coupes & Depots coming under the sub-region.
- Maintaining registers accurately pertaining to the timber
- Extraction transport & Stocking.
- Issuing cash sale invoices for wayside sales.
- Issuing counter foil books to coupe officers and taking over them correctly.
- Organizing the collection of FOR & Donated timber.
- Organizing timber extraction thro' Corporation projects & thro' Contractors.
- Organizing enumeration of plantations released by the Forest Department

2. Confidential Secretary

- Provide a full secretarial and administrative support service to the General Manager/ Chairman.
- Maintain the diary and arrange appointments as necessary.
- Type reports and routine correspondence from dictation or written sources.
- Screen and respond to all incoming telephone calls and take action as appropriate.
- Draft routine correspondence for approval and signature of the General Manager/Chairman
- Receive visitors to the office.
- Open and distribute post.
- Maintain the office filing system and all personnel records.
- Make all travel arrangements for the General Manager /Chairman.
- Make arrangements for any meetings required by the General Manager/Chairman.
- Operate standard office equipment such as word processor, photocopier etc.

3. Computer Programmer

- Analyze user requirements and identify programming solutions
- using a range of tools such as flow diagrams, decision trees etc.
- Develop detailed specifications for program requirements.
- Design and implement programs, or modify existing programs, to meet users' requirements and to improve the efficiency and effectiveness of working processes.
- Test programs and make any necessary modifications to ensure that they operate effectively.
- Draw up all required support documentation for programs to ensure that users are able to operate them correctly.
- Provide technical advice and guidance on programming matters to colleagues and system users.
- Keep up to date with developments in programming to ensure that the company continues to take advantage of new ideas and developments.



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4. Assistant Manager (Finance)

- 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.
- Oversee the day-to-day operations of the purchase ledger.
- 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.
- Assist with the implementation of traveling 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.
- 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.
- Promote and build good working relationships with all parts of the Corporation, providing advice and assistance to all staff on any aspect of financial or accounting processes and procedures.
- Assist with the effective and timely preparation of budgets, annual financial accounts, management accounts, and cash flow forecasts as required.
- Supervise the petty cash system.
- 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.
- 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.
- Maintain reliable and accurate accounting records for the Corporation and produce management accounts as necessary to facilitate the effective management of the Corporation.
- Assist in the preparation of the annual budget and produce cash flow forecasts and variances against budget projections to assist decision making.
- Maintain day-to-day control of all accounting systems to ensure the complete and accurate processing of financial data in accordance with internal procedures.
- Produce regular analyses of income and expenditure to assist managers in the budget monitoring process.
- Supervise accountancy staff to ensure that they are appropriately motivated and trained and carry out their responsibilities effectively.
- Assist in the development, review and improvement of accountancy and computer systems within the Corporation.



- Provide advice on financial accountancy issues to managers and staff as required.

5. Assistant Manager (Investigation)

- Assist the Investigation Manager in disciplinary inquiries.
- Recording statements relevant to the inquiries.
- Forwarding recommendations to the Investigations Manager about inquiries.

6. Assistant Manager (Administration)

- 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.
- Oversee the opening and distribution of internal and external post.
- Supervise reception and switchboard staff to ensure that there is appropriate cover at all times.
- Supervise the provision of work processing and typing services to all staff.
- Monitor stationery and post requirements to ensure that there are adequate supplies provided at all times.
- Consult client staff and functions to ensure that the services they require are being provided to the right standards.
- Oversee the provision of a comprehensive and reliable filing and photocopying service.
- Carry out secretarial and clerical duties as required ensuring that the service requirements of client staff are met.

7. Assistant Manager (Marketing)

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

8. Assistant Manager (Show Room)

- 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.



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- Develop all necessary procedures and processes to ensure that the sales force operates efficiently and effectively and achieves all sales objectives.
- Monitor the performance of sales staff and take remedial action where necessary to ensure that sales targets are met.
- Monitor and control the budget to ensure that all financial targets are met and that all necessary financial controls are in place.
- Develop and maintain relationships with key customers and other relevant bodies to ensure that the Corporation's maximum sales potential is realized.
- Maintain an awareness of developments in sales techniques and technology to ensure that the Corporation maintains and develops its competitive position.
- Monitor the sales performance of competitors to ensure that the Corporation maintains and develops its competitive position.

9. Assistant Manager (Purchasing)

- Place orders for all required materials to ensure that all such purchases are delivered at the appropriate time and in accordance with Corporations requirements.
- Monitor all purchase orders to ensure that materials are delivered on time and to specification.
- Monitor the costs of materials purchased to ensure that these comply with the Corporation's cost criteria and to maximize savings.
- Monitor the performance of suppliers and subcontractors to ensure that the Corporation continues to use those providing the best service.
- Compile and maintain a list of preferred and non-approved suppliers and subcontractors.
- Maintain a comprehensive database relating to materials and suppliers to ensure that the Corporation has accurate and up-to-date information.
- Prepare regular reports on materials and supplier performance to assist in decision making.

10. Assistant Manager (Human Resources)

- Assist in the administration of all personnel policies and procedures.
- Provide advice to line managers on best practice in all aspects of employment, including Corporation policies and legislation.
- Maintain regular contact with managers to establish their recruitment needs and carry out all
- Necessary procedures to meet those needs.
- Monitor and record absence levels in each department and provide statistical data to Managers in relation to these.
- Monitor and apply personnel policies and procedures as directed by the Human Resources Manager.



- Analyze job requirements and prepare job descriptions and person specifications for recruitment, job evaluation and other purposes.

11. Engineering Assistant (Civil)

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

12. Engineering Assistant (Mechanical)


- Supervise work teams to ensure that they carry out their work effectively and safely.
- Monitor the volume and quality of output to ensure that these are up to the standards required.
- Monitor equipment and adjust settings as necessary to ensure that the volume and quality of output are maintained to the required standard.
- Receive and store raw materials to ensure that there are sufficient stocks to meet repair requirements.
- Monitor manning levels on production / repair equipment and make changes as necessary in the event of staff absence.
- Address and resolve any technical issues arising in the production process.
- Train operators in the production process to ensure that they work efficiently and safely.
- 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.
- Maintain all necessary production and repair records.

13. Engineering Assistant (Electrical)

- Determines electrical engineering requirements by conducting inspections and analytical tests, maintaining control charts.
- Determining root causes.
- Prepares guidelines by describing operational and testing methods and procedures.
- Supervising electrical problems related to automobiles.
- Maintaining electrical records related to buildings.

14. Assistant Internal Auditor

- Review and evaluate internal procedures and supporting documentation to ensure that they provide an effective control system and to identify any weaknesses.
- Carry out or supervise audits and compliance testing to ensure that procedures are operating effectively with appropriate controls and recommend changes where necessary.
- Provide information and assistance to managers and staff to enable them to comply with financial and statutory requirements.


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- Carry out reviews of specific functions and processes to promote best value and recommend improvements.
- Assist in the development of any internal audit program to ensure that all functions are subject to systematic review.
- Supervise audit staff to ensure that they carry out their responsibilities effectively.
- Develop and maintain new systems and procedures to assist managers and staff in complying with financial regulations and meeting their objectives.

15. Assistant Manager (Transport)

- Registration of all vehicles.
- Insuring of vehicles.
- Maintaining of files pertaining to vehicles.
- Opening jobs for repairs of vehicles and maintaining job records.
- Procurement of all related equipments and spare parts.

16. Assistant Manager (Research, Training & Development)

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

17. Assistant Manager (Information Technology)

- Under direction of the IT Manager cover off all aspects of development, support and maintenance of the core IT network and infrastructure, utilizing technical skills.
- Design and implement secure solutions to meet customer / client needs while protecting the corporation's assets.
- Maintaining the daily backups.
- Maintaining servers and IT equipments.
- Assist with upgrading information security .
- Develop security standards, procedures, and guidelines for multiple platforms.



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18. Assistant Manager (System Administration)

- Assist the IT Manager with daily duties, future planning and resolving Help Desk tickets
- Work closely with the IT Manager to insure as little employee downtime as possible outstanding customer service
- Handle and resolve help desk tickets and escalate to IT Manager when necessary
- Assist in installation of computer and networking hardware
- Assist in monitoring network performance, security and IT infrastructure
- Assist in recommending improvements to systems and network configurations, determines hardware or software requirements
- Identify, interpret, and evaluate systems and network requirements
- Other duties may be assigned as required

19. Saw Mill Instructor

- controlling the quality and quantity of output;
- 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;
- preparing budgets and quarterly forecasts of costs;
- ensuring all production processes operate at their most efficient;
- making sure that all timber products meet customer specifications;
- ensuring that plant, equipment, yard and buildings are maintained in a planned and cost-effective way;
- Carrying out regular reviews of delivery performance and customer comments.
- Maintaining records of sawmills and their repairs.

20. Assistant Manager (Mechanical Stores)

- Responsible for the overall mechanical store management.
- Maintaining mechanical inventories
- Preparing year end verification records and maintaining them.
- Conducting and coordinating timely disposals.

STATE TIMBER CORPORATION

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"MANAGEMENT ASSISTANT – TECHNOLOGICAL"

File No: ජ.ද.ස/3/405/11

MSD File No: DMS/1628/Vol 11

1. **Employee Category:** ;

Management Assistant – Technological/Technical

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Functions/Activities of technological nature specifically assigned by the Appointing Authority/C.E.O. to persons possessing technological qualifications not below the National Vocational Qualifications (N.V.Q.) Level 5, in order to facilitate/support/supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the Organization.

(b) **Posts falling within this service category :**

1. Saw Mill Supervisor
2. Production Assistant
3. Foreman(Mechanical)
4. Foreman (Saw Mills)
5. Foreman (Electrical)

(c) **Job Description**

Saw Mill Supervisor

1. Undertake routine supervision of Saw Mills.
2. Carry out fault finding in Sawing.
3. Assist in producing the maintenance schedule for Saw Mills.
4. Supervise external contractors and internal workers as required.
5. Carry out all sawing orders.
6. Advise other maintenance personnel on any technical issues in Saw Mills.
7. Ensure that all work is carried out in accordance with Corporation safety rules and health and safety legislation.
8. Ensure that all work is carried out in accordance with relevant environment standards.



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Production Assistant

1. Undertake routine maintenance of wood working Machines in accordance with the planned Maintenance Schedule.
2. Carry out fault finding to detect and repair any faults in machines.
3. Assist in producing the maintenance schedule for Machines.
4. Supervise external contractors and internal workers as required.
5. Carry out all work within the agreed budgetary and time limits.
6. Advise other maintenance personnel on any technical issues of machines.
7. Ensure that all work is carried out in accordance with Corporation safety rules and health and safety legislation.
8. Ensure that all work is carried out in accordance with relevant environment standards.

Foreman (Mechanical)

1. Undertake routine maintenance of Mechanical equipment and instrumentation in accordance with the planned maintenance schedule.
2. Carry out fault finding to detect and repair in vehicles.
3. Assist in producing the maintenance schedule for Mechanical equipment and instrumentation.
4. Supervise external contractors and internal workers as required.
5. Carry out all work within the agreed budgetary and time limits.
6. Advise other maintenance personnel on any technical issues beyond their scope.
7. Ensure that all work is carried out in accordance with company safety rules and health and safety legislation.
8. Ensure that all work is carried out in accordance with relevant environment standards.

Foreman (Saw Mills)

1. Undertake routine maintenance of Saw Mills in accordance with the planned maintenance schedule.
2. Carry out fault finding to detect and repair in Sawmills.
3. Assist in producing the maintenance schedule for Saw Mills.
4. Supervise external contractors and internal workers as required.
5. Carry out all work within the agreed budgetary and time limits.
6. Advise other maintenance personnel on any technical issues beyond their scope.
7. Ensure that all work is carried out in accordance with company safety rules and health and safety legislation.
8. Ensure that all work is carried out in accordance with relevant environment standards.



Foreman (Electrical)

1. Undertake routine maintenance of auto electrical equipment and instrumentation in accordance with the planned maintenance schedule.
2. Carry out fault finding to detect and repair any electrical faults in vehicles.
3. Assist in producing the maintenance schedule for electrical equipment and instrumentation.
4. Supervise external contractors and internal workers as required.
5. Carry out all work within the agreed budgetary and time limits.
6. Advise other maintenance personnel on any technical issues beyond their scope.
7. Ensure that all work is carried out in accordance with company safety rules and health and safety legislation.
8. Ensure that all work is carried out in accordance with relevant environment standards.

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF "MANAGEMENT ASSISTANT - NON-
TECHNOLOGICAL"**

File No: 66.42.8/3/405/11

MSD File No: DMS/1628/Vol 11

1. **Employee Category:**

Management Assistant - Non-Technological

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Functions/ Activities of non - technological nature specially assigned by the Appointing Authority/ C.E.O. to facilitate/ support/ supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the organization.

(b) **Posts falling within this service category:-**

1. Draughtsman
2. Management Assistant
3. Audit Assistant
4. Depot Officer
5. Coupe Officer
6. Security Supervisor
7. Sales Assistant
8. Research & Training Assistant

(c) **Job Description**

Draughtsman

1. Prepare plans, drawings, sketches and models as required to support design and development proposals.
2. Carry out site inspections as required ensuring the effective production of plans, drawings, sketches and models.
3. Reproduce and distribute plans, drawings etc as required.
4. Maintain all necessary records relating to plans, drawings etc.

Management Assistant

1. Type reports and correspondence from handwritten drafts, dictation or typed documents to laid-down standards and within specified time limits.
2. Sort documents from various sources into files alphabetically, by date or in any other prescribed order.
3. Collect, sort and distribute incoming and outgoing mail.
4. Photocopy, collate and distribute documents to managers and staff.
5. Maintain various internal records and produce reports summarizing data as required from time to time.

6. Assist with providing a reception service and in operating the telephone switchboard.
7. Classify material and place in file storage.
8. Locate and extract file information as requested.
9. Maintain a record of files borrowed.
10. Enter file data into a computer and other storage media.
11. Remove old files to stores or other long-term storage in accordance with agreed procedures.
12. Maintain an indexing and cross-referencing system.
13. Carry out other general clerical duties as required.

Audit Assistant

1. Check the accuracy of accounting systems and procedures.
2. Involved in organizing Auditing activities in each unit of the corporation.
3. Assist to carry out audit reviews to investigate any areas identified by management.
4. Supporting documentation of Audit findings.
5. Assist in the development of any internal Audit program to ensure the effectiveness of internal control systems.
6. Provide assistance to ensure that compliance of regulatory guidelines and generally accepted auditing standards.
7. Type reports and correspondence from handwritten drafts, dictation or typed documents to laid-down standards and within specified time limits.
8. Photocopy, collate and distribute documents to managers and staff.
9. Maintain various internal records and produce reports summarizing data as required from time to time.
10. Assist with providing a reception service and in operating the telephone switchboard.
11. Maintain a record of files borrowed.
12. Enter file data into a computer and other storage media.
13. Carry out other general clerical duties as required.

Depot Officer

1. Receiving timber against advice of dispatch from forest / plantations/ private gardens.
2. Receiving timber from other sources of supply. E.g. Forest offences, donated timber etc.
3. Sale of timber.
4. Maintaining stocks of timber based products.
5. Managing sales depots according to instructions given.

Coupe Officer

1. Demarcating of coupes and enumeration.
2. Managing job work agreements entered into with supply contractors.
3. Supervising work of contractor s at the sites where timber is extracted and transported.
4. Issuing of timber from the forest against advice of dispatch to respective depots as specified.


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Security Supervisor

1. Supervising security guards and their performances.
2. Submitting monthly reports to Head office on security operations carried out as per instructions.
3. Assisting to the preparation of security roster and monitoring it.

Sales Assistant

1. Performing sales in furniture showrooms.
2. Maintaining credit sale ledgers accurately and inform the debtors in time after consulting the finance division.

Research & Training Assistant

1. Set up scientific apparatus and prepare laboratory for experimental, demonstration or other purposes.
2. Carry out routine testing in accordance with instructions, using specialized scientific equipment.
3. Grow and prepare cultures of bacteria and viruses, tissue sections and other organic and inorganic material and fix slides for examination by microscope and other processes.
4. Carry out prescribed measurements and analyses and ensure that sterile conditions necessary for some equipment are maintained.
5. Record and collate data from experimental work and document all work carried out.
6. Observe all requirements to maintain a safe and healthy working environment.

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF "MANAGEMENT ASSISTANT – NON-
TECHNOLOGICAL"**

File No: 28 MAY 2018

MSD File No:

1. **Employee Category:**

Management Assistant - Non-Technological

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Functions/ Activities of non - technological nature specially assigned by the Appointing Authority/ C.E.O. to facilitate/ support/ supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the organization.

(b) **Posts falling within this service category:-**

1. Minor Supervisor (Building Maintenance)

(c) **Job Description**

Minor Supervisor (Building Maintenance)

1. Carry out minor repairs to office buildings and furniture.
2. Inspect office buildings and premises and report any areas requiring maintenance or repair.
3. Supervise the office cleaning work carried out by in house staff or contractor to ensure the standards Carry out minor decorating work.
4. Coordinate installation, maintenance and repair work in buildings or complexes.
5. Provides technical expertise, information and assistance to the maintenance and repair works.
6. Examines buildings on a regular basis for needed repairs, maintenance, and cleanliness.
7. Plans and oversees workers and all maintenance and repair works.
8. Evaluating problematic systems or facilities and determining what installation or repair services need to be performed.
9. Performing initial evaluations of building systems and distributing work assignments.
10. Evaluate each worker's performance to ensure quality operations.
11. Performs all other assignments and responsibilities as directed and needed.

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"PRIMARY LEVEL" – SKILLED**

File No: 00.54.00/3/405/11

MSD File No: DMS/1628/Vol 11

1. **Employee Category:**

Primary Level – Skilled

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

An employee category comprising persons possessing industrial skills classified under National Vocational Qualifications of level 4 by the Tertiary and Vocational Education Commission, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs and lighting etc, required for the implementation of the role and functions conferred upon the organization. Persons holding a valid motor vehicle driving license issued by the Commissioner General of Motor Traffic and attending to duties relating to providing of transport needs of organization too are brought under this category of employees

(b) **Posts falling within this service category :-**

1. Driver
2. Heavy Machine Operator
3. Carpenter
4. Boiler & Kiln Operator
5. Plant operator
6. Electrician (AC)
7. Sawyer
8. Saw Doctor
9. Welder
10. Tinker
11. Wood Working Machine Operator
12. Painter
13. Mechanic
14. Electrician (DC)
15. Tractor Operator
16. Latheman
17. Fitter

(c) **Job Description :-**

Driver

1. Transport of timber by lorries from Coupes & Depots to the destination against advices of transport issued at the place of loading.
2. Minor repairs and maintenance of vehicles.
3. Maintenance of running charts.
4. Reporting accidents, break downs and other faults and take appropriate action.
5. Transport of persons engaged in official duty by cabs/cars.



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Heavy Machine Operator

1. Operation of folk Lifters, Front End Loaders, Crawler Tractors, Timber Jacks, Bulldozers, Caterpillars, Pock land and other heavy machinery.
2. Minor repairs and maintenance of heavy machinery.

Carpenter

1. All carpentry work associated with manufacture of furniture, structures and work connected with repair and maintenance.

Boiler & Kiln Operator

1. Operation of boilers and kilns.
2. Repair and maintenance of boilers and kilns.
3. Maintenance of records relating to inputs and outputs.

Plant operator

1. Operation of Impregnation plants.
2. Repair and maintenance of plants.
3. Maintenance of records relating to inputs and output.

Electrician (AC)

1. Providing electrical connections.
2. Repair and maintenance of all electrical items.
3. Installation of electrical items.

Sawyer

1. Operation of saw mills of all kinds used by the Corporation.
2. Repair and maintenance of saw mills.
3. Maintaining records of inputs, expected output and actual output and waste.
4. Reporting accidents and break downs.

Saw Doctor

1. Repair and maintenance of saw blades and teeth saws to facilitate efficient and effective functioning of saws without interruption to convert sawn timber.
2. Sharpening and tensioning of saws and replacement of saw teeth.

Welder

1. Joining, making, shaping, and filling, of metal parts of vehicles & machineries.
2. Finishing of them before painting work

Tinker

1. Mending / repair vehicles, heavy machinery, lorries, plants, etc. as a result of corrosion.
2. Making improvements and changes by the way of tinkering.

Wood Working Machine Operator

1. Operating the wood working machine and turning out wooden parts, paneling etc. for furniture and construction material and finished products.



Painter

1. Painting vehicles and other items including furniture.

Mechanic

1. Repair and maintenance of machinery having the necessary skills, to handle physically.
2. Assisting mechanical engineers in the process of repair and maintenance and other engineering functions.

Electrician (DC)

1. Work connected with electrical connections and repairs and maintenance.
2. Installation of electrical items.

Tractor Operator

1. Transport of timber, timber based products and waste by tractor against advice notes.
2. Reporting the break downs and repairs of tractors.
3. Repair and maintenance of tractors.
4. Maintaining vehicle charts.

Latheman

1. Turning out parts for vehicles, machinery and plants.
2. Turning out wooden parts of sub assemblies and finished products.
3. Shaping wood or metal as required.

Fitter

1. Attending to all plumbing work in Head Office and other offices.

STATE TIMBER CORPORATION
SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"PRIMARY LEVEL" – SEMI-SKILLED

File No: ස.අ.ස/3/405/11

MSD File No: DMS/1628/Vol - III(1)

1. **Employee Category:**

Primary Level –Semi skilled

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

An employee category comprising, persons possessing industrial skills classified under National Vocational Qualifications of level 2 or level 3, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs etc., required for the implementation of the role and functions conferred upon the organization.

(b) **Posts falling within this service category:**

1. Polisher
2. Lab Attendant
3. Circuit Bungalow Keeper
4. Record Keeper / Book Binder
5. Chain Saw Operator

(c) **Job Description**

Polisher

1. Sanding and smoothing unfinished and finished products of furniture.
2. Painting and polishing according to standards prescribed.

Lab Attendant

1. Participating in the field works and related duties of collecting timber samples.
2. Labeling the samples which are received to the corporation in proper way and arrange them for suitable tests.
3. Collecting all the test data which needs for specific tests of the samples and record them properly according to the tests.
4. According to the test results authenticate the timber and prepare slides (radial, cross sectional and tangential sections).
5. Conducting the research tests to identify the mechanical property tests of the timber samples.
6. Taking computer printouts of the mechanical property tests of the timber samples.

7. Taking microscopic photographs of the timber samples to identify the anatomical property tests.
8. Taking responsibility of reporting and doing necessary arrangements for maintaining, repairing and the protecting of all the laboratory equipments.
9. Preparing an inventory for laboratory equipments and update them annually.
10. 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.
11. Taking the responsibility of all the maintaining processes of the laboratory as well as the library.
12. Participating and issuing the materials and related equipments for the lectures, exhibitions and other awareness programs.
13. Maintaining books in library in proper system, lending them to the employees, collecting them at specific time period and keeping them in proper manner.
14. In addition to these tasks, assisting and doing relevant duties which are accompanied with the State Timber Corporation.

Circuit Bungalow Keeper

1. Up keeping the circuit bungalows to standards.
2. Maintain up to date housekeeping and cleanliness.
3. Gardening.
4. Receiving and offering a satisfactory service to visitors.

Record Keeper/Book Binder

1. Receiving all important used files, documents, records etc. from various departments of the Corporation for safe keeping.
2. Storing of important used files and documents, records etc. required to be referred in the future.
3. Preserving such documents carefully in an approved and recommended manner.
4. Providing documents and useful past records to authorized personnel for official purposes.
5. Book binding.

Chain Saw Operator

1. Felling and logging of timber, using chain saws.
2. Repair and maintenance of Chain Saws.

STATE TIMBER CORPORATION

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"PRIMARY LEVEL" – UNSKILLED**

File No: 00.01.03/405/11

MSD File No: DMS/1628/Vol 11

1. Employee Category:

Primary Level – Unskilled

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The common basic functions that can be performed by unskilled persons who do not possess any defined industrial skills, required for the achievement of objectives and carrying out of activities by establishments.

This category of employees is a multi-functional category and any defined functions among such basic functions can be assigned by the Appointing Authority/ Head of the Organization to the holders of posts in this category.

(b) Posts falling within this service category:

1. Field Assistant
2. Office Aid
3. Security Guard

(c) Job Description

Field Assistant

1. Unloading of timbers that have been transported from plantations, working coupes at the State Timber Depots and Saw Mills and other sites.
2. Stocking of sawn timber in the stacking sheds at the sales depots.
3. Assisting in the transport of timber recovered as a result of forest offences and timber donated to the Corporation.
4. Loading of timber sold into vehicles.

Office Aid

1. Providing the necessary support services to managers and staff in offices.
2. Safe keeping of files and documents and movements.

Security Guard

1. Providing security for the corporation's premises.
2. Act as first meeting person for all types of stake holders.
3. Checking of inward and outward transport of timber with the advice notes and invoices and making relevant entries in log books at timber depots and establish that there is no movement of unauthorized timber taking place.
4. Checking customers and visitors, parcels etc. and ensure that there are no unauthorized people loitering inside the premises, retaining all parcels and bags at the counters.
5. Reporting any suspicious parcels or persons to the respective officers.
6. Security visits and checks at prescribed security points.



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