



# 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](http://www.timco.lk)

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

## **1. General Manager (HM 2 -2)**

### **Key Responsibilities General Manager**

The General Manger (CEO) is the highest level Executive Officer of the Institution.

The General Manger (CEO) 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.

### **Educational and Professional Qualifications:**

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

**And**

Postgraduate Degree in Science /Agriculture/ Business Administration / Management or Corporate Membership of a recognized professional Chartered institution.

**And**

At least 20 years experience in Managerial Level out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.

**OR**

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

**And**

PhD Degree in Science/Agriculture/Business Administration or Management.

**And**

At least 05 years experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or reputed Mercantile Establishment after obtaining first degree.

## **2. Additional General Manager - (HM 2 - 1)**

### **Key Responsibilities of Additional General Manager**

- Assist to General Manager in handlings overall administrative and financial control of the Institute.
- Perform any other duties assigned by the General Manager of the Corporation.
- Formulate and execute operation and Business plans and make necessary arrangements in order to enhance production and the income of the operation.
- Participate in development of the Corporation ´s plans and programs as a strategic partner.
- Prepare official reports and documents on behalf of the organization.
- Attend and coordinate activities between other agencies.
- Participate at local and international conferences, workshop on behalf of the corporation.

### **Educational and Professional Qualifications:**

1. A Bachelor’s Degree in Science /Agriculture/ Management/ Business Administration / Public Management /Public Administration or Human Resource 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 18 years experience at a “Managerial Level” out of which 05 years experience of should be at senior Managerial Level with a proven track record in a Corporation, Statutory Board/ Institution or a reputed private institution.

#### **OR**

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

#### **And**

Minimum of 18 years experience at a “Managerial Level” out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board/Institution or a reputed private institution.

#### **OR**

3. A Bachelor’s degree in Science/Agriculture/Management/Business Administration/Public Management/Public Administration or Human Resource Management which is recognized by the U.G.C.

#### **And**

PhD Degree in any relevant Field

#### **And**

At least 05 years experience at Senior Managerial Level with a proven track Management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree

### **3. Assistant Manager (Human Resources) (JM 1-1)**

#### **Key Responsibilities of Assistant Manager (Human Resources)**

- Assist in the administration of all personnel policies and procedures
- Provide advice to the 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 requirement and prepare job descriptions and person specifications for recruitment, job evaluation and other purposes.

#### **Required Educational and Professional Qualifications**

- I. A Bachelors degree in the field of Human Resource Management /Public Management/Business Administration which is recognized by the U.G.C

**Chairman – State Timber Corporation**