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பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.
சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය எனது இல My No	} CS/SLAS/Vacancies - Reply (Vol - I)	ඔබේ අංකය உமது இல Your No	} දිනය திகதி Date	} 05.10.2023
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Secretaries of Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries/ Government Agents
Heads of Departments

National Authority on Tobacco and Alcohol
Vacancies - General Manager (HM 1-1) on secondment basis

Applications are called from officers in the public service to be appointed on secondment basis to the post of General Manager (HM 1-1) of the National Authority on Tobacco and Alcohol, which functions under the purview of the Ministry of Health. The notification on calling applications in this regard, published on the website of the National Authority on Tobacco and Alcohol, is given below.

02. Accordingly, you are kindly notified to inform the qualified officers in your institution of the above matter and direct those who wish to apply for the relevant post to submit their bio-data prepared by themselves, including their qualifications, experience and other relevant information, along with copies of the certificates to prove their relevant educational qualifications and experience and the recommendation of the head of the institution, to the address “Chairman, National Authority on Tobacco and Alcohol, 11th floor A, Sethsiripaya second phase, Battaramulla” on or before **24.10.2023** via registered post, email (natamoh.lk@gmail.com) or by hand.

03. You are further informed to contact the Chairman, National Authority on Tobacco and Alcohol, at 0112187140 for further information regarding the role of the said post and other relevant information.

Sgd/P.W. Rajapaksha
Additional Secretary (Public Administration)
For Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Telephone: 0112-698605 / Fax : 0112 - 683651
E- mail : pubad.dslas@gmail.com



Ministry of Health
National Authority on Tobacco and Alcohol



**Vacancy – General Manager (HM 1-1)
On a Secondment Basis**

The National Authority on Tobacco and Alcohol (NATA) under the Ministry of Health invites applications for the **post of General Manager on a secondment basis from government officers who are qualified for this post**. While applying for this post, the application should be certified by the Secretary of the Ministry or the Head of the Department so that the concerned applicant can be released from the existing post.

Applicants should send their applications with copies of educational qualifications, experience and relevant personnel details to reach the “**Chairman, National Authority on Tobacco & Alcohol, 11th Floor, Wing A, Sethsiripaya Stage II, Battaramulla**” on or before **24th October 2023** via registered post or email. The post applied for should mention the applying post on the top left-hand corner of the envelope.

National Authority on Tobacco & Alcohol Board reserves to itself the right to make or not make an appointment.

General Manager (HM 1-1)

Educational and Professional Qualifications	A Bachelor’s degree in Medicine / Science / Management or Administration from a university recognized by the University Grants Commission. 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 fifteen (15) years’ experience at a “Managerial Level” in a post of a Government, Government Corporation, Statutory Board/Institution, or a reputed private institution.
Age limit	Not less than 35 years and not more than 55 years as on 24/10/2023
Salary scale	HM 1-1 Salary and allowances will be paid as per provisions of Management Services Circular No. 02/2016 dated 21.10.2016
Basis of the job	On a secondment basis

Chairman

National Authority on Tobacco & Alcohol (NATA)

11th Floor, Wing A

Sethsiripaya Stage II, Battaramulla

Call – 0112187140

Fax – 0112186024

Email – natamoh.lk@gmail.com

Web – www.nata.gov.lk

18/09/2023