



# VACANCIES



## STATE PHARMACEUTICALS MANUFACTURING CORPORATION MINISTRY OF HEALTH & MASS MEDIA

We are looking for qualified, dynamic, self-motivated, career ambitious, team players to join SPMC to fill the following vacancies.

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

### **1. DEPUTY GENERAL MANAGER –HUMAN RESOURCES AND ADMINISTRATION (HM 1-1)**

#### **Duties:**

Head of the Human Resources and Administration Division and responsible to the Chairman/Managing Director and General Manager for all matters relating to Human Resources and Administration namely,

1. Recommending for policy formulation relevant to the assign subjects, preparation of plans, Programs relevant to each subject.
2. Submission of Board Papers to Board of Directors and implementation of the Board Decisions.
3. Introduction and implementation of a common office systems and procedures in SPMC.
4. Attend all functions relating to Human resources Management and Administration.
5. Liaise with State and Private Sector Organizations and Non Governmental Organizations.
6. Monitor and assist to implement cGMP in the production area and adhere to SPMC Quality Management System.

### **Qualifications: External Candidates**

- (a) (i) First degree in upper division in Human Resources / Management / Administration or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

**Or**

- (ii) Special Degree in Human Resources / Administration or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

**Or**

- (iii) Bachelors' Degree including the subject of Human Resources / Administration / Law or equivalent qualifications relevant to the field, of a University recognized by the University Grants Commission.

**And**

- (b) Post Graduate Degree (Masters) in Human Resources / Management / Administration relevant to the field of a University recognized by the University Grants Commission.

**And**

- (c) Minimum of 12 years post qualifying experience in Managerial level relevant to the field of Human Resources and Administration, in a Public / Corporation / Board / Statutory Board or a reputed Mercantile Establishment.

### **Qualifications : Internal Candidates**

Minimum of two (2) years satisfactory continuous service in the Manager Category (MM 1-1) Grade I, in the subject area relevant to the post.

**Salary Scale** : HM 1.1- Rs. [80,295 - 15x 2,270 = 114,345]

**Age** : Should not be less than 35 years and not more than 55 years. The upper age limit will not be applicable to the Internal Candidates.

**Method of Recruitment** : structured interview

### **Other Benefits:**

- Corporation maintained official Vehicle or allowance for own vehicle as per the circular No. PED 1/2015(i)
- Fuel allowance (120 Liters of diesel or petrol per month)

## 2. DEPUTY GENERAL MANAGER –QUALITY CONTROL (HM 1-1)

### Duties:

Head of the Quality Control Division and responsible to the Chairman/Managing Director and General Manager for all matters relating to the Quality Control namely;

1. Organized and supervise the work of laboratory staff.
2. Responsibility and authority to approve or reject, all components, drug product containers, closure, in-process materials, packaging materials, labels and finished drug product for distribution.
3. Monitor stability of drug products and ensure its quality throughout the shelf life period, monitoring of Current Good Manufacturing Practices (cGMP) of WHO for compliance.
4. Approve specifications for starting materials, packaging materials to be purchased.
5. Oversee the cGMP in production floor and monitor the compliance with SOP in manufacturing operation.
6. Ensure Quality of water and monitoring effluent system.
7. Monitor the quality of competitors product available in the market and compare with our products. If necessary, recommendations are given to improve our products.
8. Take appropriate action if there is any market complaint.
9. Ensure that the appropriate validations, including those of analytical procedures, and the control of equipment calibrations are done.
10. liaise with State and private sector organizations and non-governmental organizations.
11. Monitor and assist to implement cGMP in the production area and adhere to SPMC Quality Management System.

### Qualifications: External Candidates

- (a) (i) BSc. General Degree including the subject of Chemistry with first or second class or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

Or

- (ii) B.Sc Special Degree in Chemistry or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

Or

- (iii) BSc General Degree including the subject of Chemistry or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

And

- (b) (i) Post Graduate Degree (Masters) relevant to the field of Analytical Chemistry or any other Scientific Testing / Analysis of Pharmaceuticals of a University recognized by the University Grants Commission.

Or

- (ii) Corporate membership of Institute of Chemistry.

And

- (c) Minimum of 12 years post qualifying experience in managerial level relevant to the field of Scientific Evaluation / Laboratory Testing / Production of Pharmaceuticals, in a Public / Corporation / Board / Statutory Board or a reputed Mercantile Establishment.

### **Qualifications : Internal Candidates**

Minimum of two (2) years satisfactory continuous service in the Manager Category (MM 1-1) Grade I, in the subject area relevant to the post.

**Salary Scale** : HM 1.1- Rs. [80,295 - 15x 2,270 = 114,345]

**Age** : Should not be less than 35 years and not more than 55 years. The upper age limit will not be applicable to the Internal Candidates.

**Method of Recruitment** : structured interview

### **Other Benefits:**

- Corporation maintained official Vehicle or allowance for own vehicle as per the circular No. PED 1/2015(i)
- Fuel allowance (120 Liters of diesel or petrol per month)

### **3. DEPUTY GENERAL MANAGER –FORMULATION CUM RESEARCH & DEVELOPMENT (HM 1-1)**

#### **Duties:**

Head of the Formulation, Research and Development Division and responsible to the Chairman/Managing Director or General Manager for all matters relating to formulation development and research work of SPMC namely;

1. Provide guidance and advice on new product formulations, method development and validations to subordinate staff.
2. Provide guidance to new product registration.
3. Scaling up to manufacturing scale and process validation.
4. Provide technical advice on process improvements, quality enhancements and productivity improvements.
5. Determine quality specifications to be considered in purchasing of starting materials.
6. Provide advice on troubleshooting intermittent manufacturing problems and associated with the existing products and provide solutions.
7. Evaluate development plans of the department and forward to the General Manager for consideration and approval.
8. Provide supervision to research projects allied to product development and improvements.
9. Initiate clinical trials, / bioavailability studies with collaboration of other Institutions when and where necessary.
10. Monitor and assist to implement cGMP in the production area and adhere to SPMC Quality Management System.

#### **Qualifications: External Candidates**

- (a) (i) B.Sc General Degree including the subject of Chemistry with first or second Class or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

Or

- (ii) B.Sc Special Degree in Chemistry or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

Or

- (iii) BSc General Degree including the subject of Chemistry or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

And

- (b) (i) Post Graduate Degree (Masters) relevant to the field of Analytical Chemistry or any other Scientific Testing/ Analysis of Pharmaceuticals of a University recognized by the University Grants Commission

Or

- (ii) Corporate membership of Institute of Chemistry.

And

- (c) Minimum of 12 years post qualifying experience in managerial level relevant to the field of Scientific Evaluation / Laboratory Testing / Production and research in the field of Pharmaceuticals / food in a Public / Corporation / Board / Statutory Board or a reputed Mercantile Establishment.

**Qualifications : Internal Candidates**

Minimum of two (2) years satisfactory continuous service in the Manager Category (MM 1-1) Grade I , in the subject area relevant to the post.

**Salary Scale** : HM 1.1- Rs. [80,295 - 15x 2,270 = 114,345]

**Age** : Should not be less than 35 years and not more than 55 years. The upper age limit will not be applicable to the Internal Candidates.

**Method of Recruitment** : structured interview

**Other Benefits:**

- Corporation maintained official Vehicle or allowance for own vehicle as per the circular No. PED 1/2015(i)
- Fuel allowance (120 Liters of diesel or petrol per month)

#### **4. DEPUTY GENERAL MANAGER –MARKETING (HM 1-1)**

##### **Duties:**

Head of the Marketing Division and responsible to the Chairman/Managing Director and General Manager for all matters relating to Marketing namely;

1. Recommending for policy formulation relevant to the assign subjects, Preparation of plans, programs relevant to each subject.
2. Submission of Board Papers to Board of Directors and implementation of the board decisions.
3. Sales and distribution of Pharmaceuticals, market research, form strategies for increase of sales.
4. Contribution in determining prices.
5. Evaluation of performance of distributors, attending to administrative activities of the Division.
6. Co-ordination within the organization and liaise with State and Private Sector Organizations and Non-Governmental Organizations.
7. Better coordination has to be maintain with the Production Manager to ensure whether the relevant items are manufactured in correct quantity to fulfill the orders.
8. Monitor and assist to implement cGMP in the production area and adhere to SPMC Quality Management System.

##### **Qualifications : External Candidates**

- (a) First Degree or BSc Special Degree in Marketing / Commerce / Business Administration or equivalent qualifications relevant to the field of a University recognized by the University Grants Commission.

And

- (b) Post Graduate Degree (Masters) relevant to the field of Marketing / Commerce / Business Administration of a University recognized by the University Grants Commission.

And

- (c) Minimum of 12 years post qualifying experience in managerial level relevant to the field of marketing of a Public / Corporation / Board / Statutory Body or a reputed Mercantile Establishment.

##### **Qualifications : Internal Candidates**

Minimum of two (2) years satisfactory continuous service in the Manager Category (MM 1-1) Grade I , in the subject area relevant to the post.

**Salary Scale** : HM 1.1- Rs. [80,295 - 15x 2,270 = 114,345]

**Age** : Should not be less than 35 years and not more than 55 years. The upper age limit will not be applicable to the Internal Candidates.

**Method of Recruitment** : structured interview

**Other Benefits:**

- Corporation maintained official Vehicle or allowance for own vehicle as per the circular No. PED 1/2015(i)
- Fuel allowance (120 Liters of diesel or petrol per month)

**5. PERSONAL SECRETARY– JM-1-1 GRADE II**

**Duties:**

1. Responsible for the Chairman/Managing Director or General Manager for all matters relating to the Secretarial Work.
2. Coordination of meetings, discussions with the Chairman or General Manager.
3. Custody and handling of confidential documents.
4. Compiling answers for Audit queries.
5. Preparation of Board Papers and functions relating to the Board Meetings and Tender Boards.
6. Involve in ERP system.
7. Maintaining cGMP and adhere to SPMC Quality Management System.
8. Attend to any other responsibility assigned by the Chairman/Managing Director or General Manager.

**Qualifications - External Candidates**

- (a) The Certificate of “Chartered Secretary” of Chartered Institute of Secretaries,  
And
- (b) Should have typing speed of 40 w.p.m. and shorthand speed 80 w.p.m.,  
And
- (c) Computer Literacy,  
And
- (d) Minimum of 10 years post qualifying experience in the field of secretarial work in a Government Department / Corporation / Board / Statutory Board or a reputed Mercantile Establishment.



### **Internal Candidates**

1. Having obtained the qualifications required by the external candidates above.

Or

2. Completion of minimum five (05) years satisfactory service in a post of non Technological (MA) Grade II ,in the subject area relevant to the post.

**Salary Scale** : JM 1-1 Rs. [42,600 – 10 x 755 - 18 x 1135= 70,580]

**Age** : Should not be less than 22 years. and not more than 45 years.  
The upper age limit will not be applicable to internal applicants.

**Method of Recruitment:** Written competitive examination and structured interview.

### **6. MAINTENANCE TECHNICIAN - (ELECTRICAL/ELECTRONIC/MECHANICAL & AIR CONDITION) (MA -2-1 – GRADE III)**

#### **Duties:**

1. Responsible for all matters relating to the Maintenance work, plant machinery, instruments equipment, vehicles and building including cleaning of various types of filters, as per the preventive maintenance programme or the job cards raised, or instructions given.
2. Handling of firefighting equipment in case of emergency.
3. Use proper tools when attending maintenance work.
4. Carrying out daily inspection of machines and forward the comments on inspection as per the roster to immediate supervisor.
5. Training of juniors.
6. Carrying out daily operation of the utility machines and inspection of plant and machinery according to the roster given.
7. Handling of firefighting equipment in case of emergency.
8. Trouble shooting of machines.
9. Repairing of required items from outside workshops or shops, items such as spares ;
10. Maintaining cGMP.
11. Cleaning of work place to be attended.
12. Attend to any other duties assigned by the Head of the Division.

### **External Candidates -**

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

### **Internal Candidates :**

Having obtained the qualifications required by the external candidates above.

**Salary Scale** : MA 2-1 : Rs. [30,310 – 10x300 – 7x350 – 4x495 -20x660 – 50,940]

**Age** : Should not be less than 18 years and not more than 45 years.  
The upper age limit will not be applicable to internal applicants.

**Method of Recruitment** : Written competitive examination and structured interview

### **Fringe Benefits for all post :**

- Attendance & performance incentive.
- Encashment of unutilized annual and sick leave.
- Provide Medical insurance scheme and Medical reimbursement scheme.
- The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%.
- The Corporation will also contribute 3% of the salary towards the ETF.
- Gratuity will be paid in accordance with the Gratuity Act No. 12 of 1983 and MSD circular.
- Other Fringe Benefits.

### **General Instructions:**

- Application using the prescribed form should be forwarded with names, addresses, and contact details of two non-related referees. Certified copies of all Educational Certificates should be enclosed along with the application. Application form could be downloaded from the official Website of the State Pharmaceuticals Manufacturing Corporation <https://www.spmc.gov.lk>
- Applications from employees in Government Department and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

- The post applied for should be written on the top left-hand corner of the envelope which contains the application should be sent to the following address by registered Post within 10 days of this advertisement.
- The applications not complying the above requirements will be rejected.

**Chairman**  
**State Pharmaceuticals Manufacturing Corporation**  
No. 11, Sir John Kotelawala Mawatha  
Kandawala Estate - Ratmalana.

01.12.2024