Job Profile for Garment Industry in Sri Lanka

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  2. Factory Manager 02
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  4. Merchandising Manager 04
  5. Planning Manager 05
  6. Product Development Manager 06
  7. Production Manager 07
  8. Quality Assurance Manager 08
  9. Sample Room Manager 09
  10. Technical Manager 10

- **Strategic Level**
  1. Cutting Executive 11
  2. Fashion Designer 12
  3. Merchandiser 13
  4. Planning Executive 14
  5. Product Development Executive 15
  6. Production Executive 16
  7. Production Supervisor 17
  8. Quality Assurance Executive 18
  9. Quality Supervisor 19
• Operational Level

1. Advanced Quality Level Checker
2. Attachment Maker
3. Cutter
4. Electrical Foreman
5. Electrician
6. End Line Quality Checker
7. Engineering Mechanic
8. In Line Quality Checker
9. Ironer
10. Mechanical Foreman
11. Pattern Maker
12. Production Technician
13. Sample Room Machine Operator
14. Sewing Machine Operator
ACKNOWLEDGEMENTS

As one of the foremost industries in Sri Lanka, the garment industry contributes significantly high in the Sri Lankan economy by generating number of job opportunities locally. But unfortunately most of the job seekers are not concerned about these opportunities and their entitled privileges due to the misperceptions exists in the society about this industry. According to our previous studies although thousands of job opportunities open annually in the Garment sector, the labour attraction is considerably very low.

By considering the above condition, this book is compiled with the purpose of make awareness amongst the job seekers about the employments available in Garment industry.

We would like to remind the contribution of several parties gratefully whom without this would not be a success.

Firstly we appreciate EAM Maliban Textiles (Pvt) Ltd, Ceylon Knit Trend Ltd and Orits Lanka Ltd for allowing us to gather data from their own employees.

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We would also like to thank Dr. A.Saarankkan, Director of Manpower, Planning, Development and Research Division for his professional guidance and valuable support on this survey and Ms.Oshani Diyunuge, Assistant Director of Labour Market Information Unit for her supervision to publish this report.

Finally, we would like to be thankful to our entire research team of the division who join with the survey in collecting data.
As one of the foremost industries in Sri Lanka, the garment industry contributes significantly high in the Sri Lankan economy by generating number of job opportunities locally. But unfortunately most of the job seekers are not concerned about these opportunities and their entitled privileges due to the misperceptions exists in the society about this industry. According to our previous studies although thousands of job opportunities open annually in the garment sector, the labour attraction is considerably very low.

The reasons which influenced to create such a background are due to the changes happened in the macro as well the micro economic factors which are correlated with the industries. By considering the macro economic factors the economic recession on which badly effected to the stability of the European economies reasoned to diminish the demand for our garment products.

The shifting of the multinational companies who worked in the garment industry to lower labour costed countries is also a badly effected micro economic factors.

However the garment industry is still one of the leading export income resources in Sri Lanka and it gives the opportunity to it’s’ employees to earn highly.

By considering the above condition, this book is compiled with the purpose of make awareness amongst the job seekers about the employments available in Garment industry.
MANAGERIAL LEVEL
1. **Cutting Manager**

1.1 *Job Description*: The Cutting Manager manages the cutting section and directs the team to meet the requirements of the Production Department.

1.1.1 Level of position: Managerial Level

1.1.2 Duties and responsibilities:

- Supervising and managing all the operations in the cutting department
- Developing technical skills in the cutting department
- Monitoring and controlling the cutting department
- Communicating with the internal and external parties

1.2 Basic requirements

1.2.1 Educational and Professional Qualifications:

- Diploma in Clothing Technology
- Degree in Clothing Technology

1.2.2 Experience: 8 years

1.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Decision making skills</td>
<td>Team Work</td>
</tr>
</tbody>
</table>

1.3 Salary Range: Rs.75,000 – 150,000

1.4 Career Pathway:

- Trainee Cutter
  - Age: 18

- Cutter

- Cutting Executive

- Cutting Manager
2. Factory Manager

2.1 Job Description: The Factory Manager manages the factory including manufacturing and Non-manufacturing operations.

2.1.1 Level of position: Managerial Level

2.1.2 Duties and responsibilities:
- Managing the manufacturing and non-manufacturing operations of the factory
- Preparing annual budget and monitoring the overall performance
- Coordinating with other departments
- Authorizing necessary documents

2.2 Basic requirements

2.2.1 Educational and Professional Qualifications:
- Diploma in Engineering / Science
- Degree in Engineering / Science

2.2.2 Experience: 10 years

2.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Decision making</td>
</tr>
</tbody>
</table>

2.3 Salary Range: Rs.100,000 – 500,000

2.4 Career Pathway:

- Production Executive
  - Age: - 25 years
- Production Manager
- Factory Manager
3 Maintenance Engineer

3.1 Job Description: The Maintenance Engineer leads engineering team by ensuring all machinery and utilities operate without interruption.

3.1.1 Level of position: Managerial Level
3.1.2 Duties and responsibilities:
- Repair and maintenance of all production and utility machinery
- Managing all civil, electronic and mechanical construction issues
- Analyzing to see how improvement could be made
- Keeping abreast of new development in the industry and assessing organizational applicability
- Costing, budgeting and controlling expenses

3.2 Basic requirements
3.2.1 Educational and Professional Qualifications :
- Diploma in Mechanical, Electrical or Electronic Engineering
- Degree in Mechanical, Electrical or Electronic Engineering
3.2.2 Experience: 8 years
3.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Analytical</td>
</tr>
</tbody>
</table>

3.3 Salary Range: Rs. 75,000 – 300,000

3.4 Career Pathway:
4 Merchandising Manager

4.1 Job Description: The Merchandising Manager guides the merchandising and Production team, customers as well as suppliers

4.1.1 Level of position: Managerial Level
4.1.2 Duties and responsibilities:
- Coordinating with customers as well as suppliers
- Leading and guiding the team
- Following up and monitoring the process
- Preparing annual budget

4.2 Basic requirements
4.2.1 Educational and Professional Qualifications:
- Diploma in Clothing Technology
- Post Graduate Diploma in Apparel Marketing

4.2.2 Experience: 8 years

4.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Analytical</td>
<td>Negotiating skill</td>
</tr>
</tbody>
</table>

4.3 Salary Range: Rs.75,000 – 300,000

4.4 Career Pathway:

Trainee Merchandiser
Age: - 25 years

Merchandiser

Merchandising Manager
5 Planning Manager

5.1 Job Description: The Planning Manager manages all aspects of the planning division

5.1.1 Level of position: Managerial Level

5.1.2 Duties and responsibilities:
- Supervising all activities of the planning function
- Attending planning meetings, analyzing and coordinating with relevant department
- Developing and implementing systems

5.2 Basic requirements

5.2.1 Educational and Professional Qualifications:
- G.C.E.(A/L) with relevant professional qualifications
- Post Graduate Diploma in Apparel Marketing

5.2.2 Experience: 5 years

5.2.3 Skills:
- Leadership
- Motivation
- Communication
- Computer Literacy

5.3 Salary Range: Rs.75,000 – 300,000

5.4 Career Pathway:

Trainee Work Study
Age: - 23 years

Work Study Officer

Planning Executive

Planning Manager
6 Product Development Manager

6.1 Job Description: The Product Development Manager investigates and explores the business opportunities in the apparel market.

6.1.1 Level of position: Managerial Level
6.1.2 Duties and responsibilities:
- Analyzing the overall market
- Developing relation with the potential and new customers
- Coordinating with other department in the factory and other relevant parties
- Monitoring the progress of company production
- Taking steps to improve the knowledge, competencies and performance of the team

6.2 Basic requirements
6.2.1 Educational and Professional Qualifications:
- Diploma in Marketing / Business Administration
- Degree in Marketing / Business Administration

6.2.2 Experience: Minimum 10 years

6.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>Entrepreneurial Skills</td>
<td>Innovative skills</td>
</tr>
</tbody>
</table>

6.3 Salary Range: Rs.50,000 – Rs.200,000

6.4 Career Pathway:

Trainee Pattern Maker
Age: - 23 years

Pattern Maker

Sample Room Manager

Product Development Manager
7.1 **Job Description:** The Production Manager manages the Production Department

7.1.1 **Level of position:** Managerial Level

7.1.2 **Duties and responsibilities:**
- Managing overall production operations
- Managing general administrative activities
- Coordinating with other departments
- Coordinating with the planning team

7.2 **Basic requirements**

7.2.1 **Educational and Professional Qualifications:**
- Diploma on Clothing Technology
- Degree in Clothing Technology

7.2.2 **Experience:** 10 years

7.2.3 **Skills:**

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Decision making skills</td>
<td>Analytical</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Counseling skills</td>
</tr>
</tbody>
</table>

7.3 **Salary Range:** Rs. 65,000 – 300,000

7.4 **Career Pathway:**

Production Executive

Age: - 25 years

Production Manager
8 QUALITY ASSURANCE MANAGER

8.1 Job Description: The Quality Assurance Manager manages effective quality assurance and control procedure with regard to product and material quality

8.1.1 Level of position: Managerial Level

8.1.2 Duties and responsibilities:
- Ensuring that the quality assurance and control systems are implemented, maintained and improved
- Maintaining the raw material and product quality assurance process
- Setting appropriate quality standards and tolerances
- Monitoring and conduct of all audits
- Communicating all the quality related issues and decisions to all relevant parties

8.2 Basic requirements

8.2.1 Educational and Professional Qualifications:
- Diploma from the recognized institute
- Degree in Production or Textile or Clothing Technology or equivalent

8.2.2 Experience: 10 years

8.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation</td>
<td>Problem Solving skills</td>
</tr>
<tr>
<td>Decision Making skill</td>
<td>Report writing skill</td>
</tr>
</tbody>
</table>

8.3 Salary Range: Rs.75,000 – 300,000

8.4 Career Pathway:

- Checker
  - Age: - 20 years

- Quality Executive

- Assistant Quality Manager

- Quality Manager
9 Sample Room Manager

9.1 Job Description: The Sample Room Manager manages the sample development process, getting the orders and approval for samples.

9.1.1 Level of position: Managerial Level
9.1.2 Duties and responsibilities:
- Manages the sample development process
- Preparing and monitoring the budget
- Identifying the improvements to the system
- Following the safety procedures are adhered to

9.2 Basic requirements

9.2.1 Educational and Professional Qualifications:
- Diploma in Clothing Technology
- Degree in Clothing Technology

9.2.2 Experience: 8 years

9.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation</td>
<td>Problem Solving skills</td>
</tr>
</tbody>
</table>

9.3 Salary Range: Rs.50,000 - 150,000

9.4 Career Pathway:

Trainee Pattern Maker
Age: - 23 years

Sample Room Manager

Pattern Maker
10. Technical Manager

10.1 Job Description: The Technical Manager guides the technical team.

10.1.1 Level of position: Managerial Level

10.1.2 Duties and responsibilities:
- Analyzing sketches and samples
- Developing and advising the team
- Coordinating with the customers
- Supervising the other departments’ relevant sections
- Providing technical assistance

10.2 Basic requirements

10.2.1 Educational and Professional Qualifications:
- G.C.E. A/L and a relevant technical qualification in Clothing
- Degree in Clothing Technology

10.2.2 Experience: 10 years

10.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Decision making</td>
<td>Computer Literacy</td>
</tr>
</tbody>
</table>

10.3 Salary Range: Rs.100,000 - 500,000

10.4 Career Pathway:
- Operator
  - Age: - 18 years
- Line Leader
- Technician
- Technical Manager
STRATEGIC LEVEL
11. Cutting Executive

11.1 Job Description: The Cutting Executive manages the cutting section to ensure the Availability of cut panels of the right quantity and quality

11.1.1 Level of position: Strategic Level

11.1.2 Duties and responsibilities:
- Monitoring the cutting panels
- Supervising and ensuring the relevant cutting information
- Coordinating with the suppliers and maintenance of the relevant machines

11.2 Basic requirements

11.2.1 Educational and Professional Qualifications:
- G.C.E. (A/L)
- Diploma in Clothing Technology

11.2.2 Experience: 8 years

11.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Decision making skills</td>
<td>Computer Literacy</td>
</tr>
</tbody>
</table>

11.3 Salary Range: Rs. 40,000 – 60,000

11.4 Career Pathway:

Trainee Cutter
Age: - 18 years

Cutter

Cutting Executive
12. Fashion Designer

12.1 Job Description: The Fashion Designer creates the new designs

12.1.1 Level of position: Strategic Level
12.1.2 Duties and responsibilities:
  • Providing new designs
  • Coordinating with buyers
  • Providing sample garments to the agents
  • Identifying the updated information on the latest development

12.2 Basic requirements

12.2.1 Educational and Professional Qualifications:
  • Diploma in Fashion Designing
  • Degree in Fashion Designing

12.2.2 Experience: 5 years

12.2.3 Skills:

<table>
<thead>
<tr>
<th>Marketing Skill</th>
<th>Interpersonal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Ability to understand fabric structures</td>
<td>Leadership</td>
</tr>
</tbody>
</table>

12.3 Salary Range: Rs.60,000 - 150,000

12.4 Career Pathway:

Trainee Designer
Age: - 23 years

Fashion Designer
13. **MERCHANDISER**

13.1 **Job Description:** The Merchandiser organizes, bargains, develops and plans efficiency target of the factory

13.1.1 **Level of position:** Strategic Level

13.1.2 **Duties and responsibilities:**
- Sourcing of new suppliers
- Confirming and handling orders
- Visiting the mills and fairs

13.2 **Basic requirements**

13.2.1 **Educational and Professional Qualifications:**
- G.C.E. (A/L) with a certificate level course on Merchandising
- Postgraduate Professional Diploma in Marketing

13.2.2 **Experience:** 2 years

13.2.3 **Skills:**

<table>
<thead>
<tr>
<th>Communication</th>
<th>Ability to work hard</th>
</tr>
</thead>
</table>

13.3 **Salary Range:** Rs. 40,000 – 60,000

13.4 **Career Pathway:**

- **Trainee Merchandiser**
  - Age: - 25 years
- **Merchandiser**
14. Planning Executive

14.1 Job Description: The Planning Executive organizes production capacity plans

14.1.1 Level of position: Strategic Level
14.1.2 Duties and responsibilities:
- Coordinating with Merchandising division
- Attending pre-production meetings
- Analyzing and reviewing customer confirmation

14.2 Basic requirements

14.2.1 Educational and Professional Qualifications:
- G.C.E.(A/L) with relevant Professional qualifications
- Post Graduate Diploma in Apparel Marketing

14.2.2 Experience: 5 years

14.2.3 Skills:

<table>
<thead>
<tr>
<th>Coordinating Skills</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>

14.3 Salary Range: Rs. 30,000 – 60,000

14.4 Career Pathway:

- Trainee Work Study Officer
  - Age: 23 years
- Work Study Officer
- Planning Executive
15. Product Development Executive

15.1 Job Description: The Product Development Executive analyzes market trends, takes new orders, identifies new market and customers.

15.1.1 Level of position: Strategic Level
15.1.2 Duties and responsibilities:
- Conducting market research and analyzing the market trends
- Handling new developments at the factory
- Coordinating and follow-up the orders
- Following the safety procedures

15.2 Basic requirements

15.2.1 Educational and Professional Qualifications:
- Diploma in Marketing
- Degree in Marketing

15.2.2 Experience: 5 years

15.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Decision Making Skills</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Good knowledge of English</td>
</tr>
</tbody>
</table>

15.3 Salary Range: Rs.30,000 - 40,000

15.4 Career Pathway:

- Trainee Pattern Maker
  Age: - 23 years
- Pattern Maker
- Product Development Executive
  Should follow Design and Marketing Course
16. Production Executive

16.1 Job Description: The Production Executive assists the effective utilization of resources within the department

16.1.1 Level of position: Strategic Level

16.1.2 Duties and responsibilities:
- Ensuring the daily and monthly production target
- Monitoring and guiding the efficiency of operators
- Attending pre-production and appraisal meetings
- Coordinating with the production department

16.2 Basic requirements

16.2.1 Educational and Professional Qualifications:
- G.C.E. (A/L)
- Diploma in Textiles / Clothing Technology

16.2.2 Experience: 4-5 years

16.2.3 Skills:

<table>
<thead>
<tr>
<th>Problem Solving</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Decision Making Skills</td>
</tr>
<tr>
<td>Work Under stress</td>
<td>Human Relation skills</td>
</tr>
</tbody>
</table>

16.3 Salary Range: Rs.40,000 – 60,000

16.4 Career Pathway:

- Supervisor
  - Age: 25 years
  - Production Executive
17. Production Supervisor

17.1 Job Description: The Production Supervisor manages the assigned production Lines or modules

17.1.1 Level of position: Strategic Level

17.1.2 Duties and responsibilities:
- Ensuring that the sewing line is balanced at the commencement of production, monitoring, the hourly progress
- Optimizing performance of team members through training and development, positive employee relations and knowledge transfer
- Ensuring that all pre production documents are available, trial run machine are adjusted and operators are guided to new style
- Ensuring that the minimum work in progress is maintained

17.2 Basic requirements

17.2.1 Educational and Professional Qualifications:
- G.C.E O/L
- G.C.E A/L with certificate on supervisory management

17.2.2 Experience: 5 years

17.2.3 Skills:

<table>
<thead>
<tr>
<th>Decision Making</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Grievance Handling</td>
<td>Leadership</td>
</tr>
</tbody>
</table>

17.3 Salary Range: Rs. 25,000 – 40,000

17.4 Career Pathway:

Trainee
Age: - 18 years
Operator
Supervisor
18. Quality Assurance Executive

18.1 Job Description: The Quality Assurance Executive ensures the effective functioning of the quality control system and process.

18.1.1 Level of position: Strategic Level

18.1.2 Duties and responsibilities:
- Communicating with in-line quality checkers and technicians to determine quality related issues
- Closely monitoring entire production process
- Performing a routine audit of the sewing lines to ensure that garments are in-line with the requirements
- Following the feedback given by the quality checkers
- Communication with customer representatives, coordinating visits and adhering to all quality related procedures

18.2 Basic requirements

18.2.1 Educational and Professional Qualifications:
- Diploma in Textile and Clothing Technology
- Degree in Textile or Clothing Technology or equivalent

18.2.2 Experience: 5 years

18.2.3 Skills:

<table>
<thead>
<tr>
<th>Communication</th>
<th>Problem Solving</th>
</tr>
</thead>
</table>

18.3 Salary Range: Rs.25,000 – 40,000

18.4 Career Pathway:

- Checker
  - Age: - 18 years
- Quality Executive
19. Quality Supervisor

19.1 Job Description: The Quality Supervisor supervises quality inspection operations and ensures strict adherence to quality systems.

19.1.1 Level of position: Strategic Level

19.1.2 Duties and responsibilities:
- Identifying quality specifications and feeding the production lines as per given instructions
- Ensuring the availability of standard cards, construction details, measurement sheets, to facilitate smooth quality inspections
- Identifying and attending to quality-related issues regarding top of production, in-line production, pre-shipment sections
- Monitoring performance, motivating, training in-line auditors regarding quality standard and inspection methods

19.2 Basic requirements

19.2.1 Educational and Professional Qualifications:
- G.C.E O/L
- G.C.E A/L and the completion of Quality Control Course

19.2.2 Experience: 3 years

19.2.3 Skills:
- The eye for quality
- Demonstrating
- Good Interpersonal
- Ability to use measuring tools

19.3 Salary Range: Rs.25,000 - 35,000

19.4 Career Pathway:

Quality Supervisor

Checker
Age: - 18 years
OPERATIONAL LEVEL
20. Advanced Quality Level Checker

20.1 Job Description: The advanced quality level checker carries out the quality inspection activities as per customer requirements

20.1.1 Level of position: Operational Level

20.1.2 Duties and responsibilities:
- Ensuring that the quality of the finished garments meets the customer requirement and specifications
- Preparing relevant documents such as accepted quality level summary, accepted quality level certificate

20.2 Basic requirements

20.2.1 Educational and Professional Qualifications:
- G.C.E O/L
- G.C.E A/L and the completion relevant course

20.2.2 Experience: 2 years

20.2.3 Skills:
- The eye for quality
- Ability to identify defects

20.3 Salary Range: Rs.25,000 – 30,000

20.4 Career Pathway:

Trainee
Age: - 18 years

Checker

Advanced Quality Level Checker
21. Attachment Maker

21.1 Job Description: The Attachment Marker carries out all work aid fabrications to meet the requirements of the production department.

21.1.1 Level of position: Operational Level

21.1.2 Duties and responsibilities:
- Carrying out instructions given by Production and Industrial Engineering Department
- Designing work aids
- Handing over the fabricated items to the requester
- Assisting in resolving sewing faults
- Maintaining an inventory of available work aids

21.2 Basic requirements

21.2.1 Educational and Professional Qualifications:
- G.C.E O/L with recognized training on attachment manufacture

21.2.2 Experience: 1 years

21.2.3 Skills:

<table>
<thead>
<tr>
<th>Innovative</th>
<th>Crafting skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finger dexterity</td>
<td>Ability to practice safety devices</td>
</tr>
</tbody>
</table>

21.3 Salary Range: Rs. 25,000 – 100,000

21.4 Career Pathway:

- Trainee Mechanic
- Mechanic
- Attachment Maker
22. Cutter

22.1 Job Description: The Cutter cuts the fabric according to the instructions given

22.1.1 Level of position: Operational Level

22.1.2 Duties and responsibilities:
- Checking all information given by the marker
- Assisting the supervisor to monitor the progress

22.2 Basic requirements

22.2.1 Educational and Professional Qualifications:
- G.C.E. (O/L)
- G.C.E. (O/L) with 3 years experience in cutting

22.2.2 Experience: 3 years

22.2.3 Skills:

<table>
<thead>
<tr>
<th>Ability to read</th>
<th>Ability to understand technical information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand-eye-foot dexterity</td>
<td>Knack for quality</td>
</tr>
</tbody>
</table>

22.3 Salary Range: Rs.40,000 – 50,000

22.4 Career Pathway:

- Trainee Cutter
  - Age: - 18 years

- Cutter

- Operational Level
23. **Electrical Foreman**

23.1 **Job Description:** The Electrical Foreman Monitors smooth operations of the Organization, Whilst taking measures to secure a safe work.

23.1.1 **Level of position:** Operational Level

23.1.2 **Duties and responsibilities:**
- Managing all electrical installations and equipment at the required standard
- Conducting daily team meetings and resolution of electrical issues
- Managing all electrical spare parts and items
- Preparing periodic maintenance schedules
- Identifying the requirements of energy saving practices

23.2 **Basic requirements**

23.2.1 **Educational and Professional Qualifications:**
- G.C.E. A/L and a certificate level training in Electrical Engineering
- G.C.E. A/L and a certificate level training in Electrical Engineering

23.2.2 **Experience:** 3 years

23.2.3 **Skills:**
- Knack for electrical work
- Diagnostic skills

23.3 **Salary Range:** Rs. 35,000 – 60,000

23.4 **Career Pathway:**

```
Electrician  |  Chief Electrician  |  Electrical Foreman
```

23
24. **Electrician**

24.1 **Job Description:** The Electrician maintains all electrical and electronic devices in production and non production machinery.

24.1.1 **Level of position:** Operational Level

24.1.2 **Duties and responsibilities:**
- Ensuring spares, tools and other accessories are available
- Monitoring repairs and complying further modifications
- Attending to all electrical and electronic breakdowns
- Checking the panel boards of generator room and ensures security of tools and equipments
- Adhering to procedures with regards to operations of generator, compressors, A/C system and irons

24.2 **Basic requirements**

24.2.1 **Educational and Professional Qualifications:**
- Trade level certificate in Electrical Engineering

24.2.2 **Experience:** 2 years

24.2.3 **Skills:**

- Knack for electrical work
- Diagnostic skills

24.3 **Salary Range:** Rs. 18,000 – 30,000

24.4 **Career Pathway:**

- Trainee Electrician → Electrician
25. END LINE QUALITY CHECKER

25.1 Job Description: The End Line Quality Checker checks and ensures the quality standards of the sewn garments in terms of specifications.

25.1.1 Level of position: Operational Level
25.1.2 Duties and responsibilities:
- Checking the quality of all garments whilst sorting the checked garments and handing over the defectives back to the team
- Maintaining and updating the defect and reject analysis report
- Maintaining the records of transfer quantities and balancing the output
- Educating the new comers on defect types and providing feedbacks to the management on their performance

25.2 Basic requirements
25.2.1 Educational and Professional Qualifications:
- G.C.E (O/L)
- Certificate on Quality Control

25.2.2 Experience: 6 months

25.2.3 Skills:
- Eye for quality

25.3 Salary Range: Rs. 25,000 – 35,000

25.4 Career Pathway:
26. Engineering Mechanic

26.1 Job Description: The Engineering Mechanic attends to breakdowns and Maintenance of all sewing machines in order to ensure Maximum machine-up time.

26.1.1 Level of position: Operational Level
26.1.2 Duties and responsibilities:
- Checking the settings of all sewing machines at the beginning of work
- Attending and rectifying breakdowns at the least time period
- Carrying out preventive maintenance on the machines as per given schedules and instructions
- Placing machines according to the layout
- Fabricating basic work aids and attachments a per the specifications

26.2 Basic requirements

26.2.1 Educational and Professional Qualifications:
- G.C.E O/L with training on sewing machine maintenance and on the job training
- G.C.E O/L with training on sawing machine maintenance and On the job training covering areas of machine maintenance

26.2.2 Experience: 6 months

26.2.3 Skills:

<table>
<thead>
<tr>
<th>Ability to read and understand technical manuals</th>
<th>Ability to work with stress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to detect faults</td>
<td>Problem Solving skill</td>
</tr>
</tbody>
</table>

26.3 Salary Range: Rs. 10,000 – 45,000

26.4 Career Pathway:

- Trainee Mechanic
- Mechanic
- Engineering Mechanic
27. In Line Quality Checker

27.1 Job Description: The In Line Quality Checker monitors quality levels of garments as per customer requirements and ensures adherence to stipulated standards.

27.1.1 Level of position: Operational Level
27.1.2 Duties and responsibilities:
- Checking the appropriate samples against customer specifications and forwarding to supervisor for pilot appraisal
- Preparing and maintaining standard operations and critical quality points, measurement boards, and communicating
- Checking stitches per inch of sewing operators
- Monitoring the reports maintained by end line checkers and preparing the in-line quality controller reports
- Selecting the production samples requested by the customers and checking all measurements
- Ensuring safety procedures

27.2 Basic requirements
27.2.1 Educational and Professional Qualifications:
- G.C.E. O/L
27.2.2 Experience: 1 year

27.2.3 Skills:

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Team Work</td>
</tr>
</tbody>
</table>

27.3 Salary Range: Rs. 20,000 – 30,000

27.4 Career Pathway

- Helper
  - Age: 18 years
- Trainee Checker
- End Line Quality Checker
28. Ironer

28.1 Job Description: The Ironer irons and presses finish garments which are received from sewing line, button section or the stores.

28.1.1 Level of position: Operational Level

28.1.2 Duties and responsibilities:

- Ironing and pressing finish garments as per the given instructions
- Coordination with supervisor to identify the best ironing and pressing method
- Ensuring the proper upkeep of the irons and informing the maintenance division in case of breakdowns

28.2 Basic requirements

28.2.1 Educational and Professional Qualifications:

- A pass in grade 8
- A pass in grade 8 with 6 month on the job training

28.2.2 Experience: 3 months on the job training

28.2.3 Skills:

- Hand and finger dexterity

28.3 Salary Range: Rs.20,000 – 30,000

28.4 Career Pathway:
29. Mechanical Foreman

29.1 Job Description: The Mechanical Foreman supervises maintenance section and ensures smooth production process without interruption.

29.1.1 Level of position: Operational Level

29.1.2 Duties and responsibilities:
- Maintaining machinery at the requested standard and providing technical advice to mechanical team
- Monitoring the need of machine spare parts
- Preparing periodic maintenance schedules
- Identifying the requirements of mechanical team and deciding action plan

29.2 Basic requirements

29.2.1 Educational and Professional Qualifications:
- G.C.E. A/L and certificate level training in Mechanical Engineering
- Certificate level training in Mechanical Engineering

29.2.2 Experience: 2 years

29.2.3 Skills:

Trouble shooting skills

29.3 Salary Range: Rs.40,000 – 100,000

29.4 Career Pathway:

Trainee Mechanic → Mechanic → Chief Mechanic → Mechanical Foreman
30. Pattern Maker

30.1 Job Description: The Pattern Maker prepares patterns and development of samples and taking steps to get approval of total production.

30.1.1 Level of position: Operational Level

30.1.2 Duties and responsibilities:
- Drafting patterns
- Guiding the sample makers and following technical specifications
- Facilitating the product development process

30.2 Basic requirements

30.2.1 Educational and Professional Qualifications:
- G.C.E. (O/L) with training in pattern making
- G.C.E. (A/L) with training in pattern making

30.2.2 Experience: 5 years

30.2.3 Skills:

<table>
<thead>
<tr>
<th>Creativity</th>
<th>Innovativeness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draping skill</td>
<td>Team Work</td>
</tr>
</tbody>
</table>

30.3 Salary Range: Rs.35,000 - 75,000

30.4 Career Pathway:

- Trainee Pattern Maker
  - Age: 23 years

- Pattern Maker
31. Production Technician

31.1 Job Description: The Production Technician provides technical advice and Guidance to technicians and sewing machine operators

31.1.1 Level of position: Operational Level
31.1.2 Duties and responsibilities:
- Analyzing samples; identifying styles specification; measurements with the tech pack; developing effective sawing methods
- Solving and assisting the technicians in solving technically-related issues
- Training, instructing and guiding the operators on critical operations

31.2 Basic requirements

31.2.1 Educational and Professional Qualifications:
- G.C.E O/L
- G.C.E O/L with certificate level course on Clothing Technology

31.2.2 Experience: 3 years

31.2.3 Skills:

<table>
<thead>
<tr>
<th>Finger dexterity</th>
<th>Demonstrating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching skills</td>
<td>Sewing</td>
</tr>
</tbody>
</table>

31.3 Salary Range: Rs.30,000 – 75,000

31.4 Career Pathway:

Operator
Age: - 18 years

Production Technician

Supervisor
32. Sample Room Machine Operator

32.1 Job Description: The Sample Room Machine Operator creates samples

32.1.1 Level of position: Operational Level

32.1.2 Duties and responsibilities:
- Drafting patterns
- Guiding the sample makers and following technical specifications
- Facilitating the product development process

32.2 Basic requirements

32.2.1 Educational and Professional Qualifications:
- G.C.E. (O/L) with sewing machine operating
- G.C.E. (O/L) with sewing machine operating

32.2.2 Experience: 3 years

32.2.3 Soft Skills:
- Ability to read and understand technical specifications

32.3 Salary Range: Rs.20,000 - 40,000

32.4 Career Pathway:

- Trainee Operator
- Operator
- Sample Room Machine Operator
33. **Sewing Machine Operator**

33.1 **Job Description:** The Sewing Machine Operator carries out the sewing operations of garments to achieve target efficiency

33.1.1 **Level of position:** Operational Level

33.1.2 **Duties and responsibilities:**
- Ensuring that the sewing of the garment components match daily production targets of the team
- Verifying certain conditions at the commencement and ensuring machine is cleaned before commencing the sewing operations
- Ensuring that the garment components and fabrics are gently handled to avoid damages
- Ensuring the up-keep of sewing machines

33.2 **Basic requirements**

33.2.1 **Educational and Professional Qualifications:**
- Pass grade 8
- G.C.E O/L

33.2.2 **Experience:** 1 years

33.2.3 **Skills:**

Basic Machine trouble shooting  
Good hand-eye-foot dexterity

33.3 **Salary Range:** Rs. 15,000 – 35,000

33.4 **Career Pathway:**

[Diagram showing career progression from Helper to Operator]

Helper  
Age: - 18 years  
Operator
References