



SRI LANKA EXPORT DEVELOPMENT BOARD

இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை

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MINISTRY OF DEVELOPMENT STRATEGIES AND INTERNATIONAL TRADE

VACANCIES

The Sri Lanka Export Development Board (EDB), is the apex government organization responsible for development and promotion of exports from Sri Lanka.

Applications are invited from citizens of Sri Lanka possessing professional skills with proven ability to join the EDB for the following posts who could contribute to implementing the activities of export development and promotion including the Plans of Actions in the National Export Strategy.

1. ASSISTANT DIRECTOR (MM 1-1)

Job Description

Formulate, implement and evaluate market development programmes. Identification of supply development opportunities. Plan, implement and monitor SME development programmes. Undertake studies related to macro-economic problems affecting exporters and recommending policy measures to overcome such problems. Provide advisory services to product development, quality improvement and packing development etc.

Qualifications

A Bachelor's Degree in Marketing/International Relations/Economics/ Commerce/ Science/ Agriculture/ Business Administration or related field which is recognized by the University Grants Commission with one year post qualifying experience in a Government Department/ Corporation/ Board or a reputed private sector institution.

Preference will be given to candidates with a 1st or 2nd Class degree.

2. ASSISTANT DIRECTOR – FINANCE (MM 1-1)

Job Description

Supervise the Book Keeping Section. Supervise the work related to salaries and wages. Prepare the budget, cash flow and other statements/information required. Certify vouchers within the delegated authority. Attend to the duties pertaining to the management of Export Development Fund under the direction of Director (Finance)

Qualifications

A Degree in Accountancy or related field which is recognized by the University Grants Commission. **OR**

Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) **OR**

Intermediate level qualification of the Institute of Chartered Institute of Management Accountants (CIMA) **OR**

Intermediate level qualification of Association of Chartered Certified Accountants (ACCA) **OR**

Higher National Diploma in Accountancy **AND**

At least one (01) year post qualifying experience in accounting and finance in a Government Department/Corporation/Board or a reputed Private Sector Institute after obtaining the above qualifications.

Note: Exposure to computerized accounting environment will be a distinct advantage.

Salary Scale (MM 1-1)

Rs. 53,175/- – 10 x 1,375 – 15x 1,910 – Rs. 95,575/-. Salaries are paid as per the instructions mentioned in the annexure II of the DMS Circular No. 02/2016.

3. EXPORT PROMOTION OFFICER (JM 1-1)

Job Description

Plan and execute operational functions of the Division/Unit under the supervision of the superior officer. Co-ordinate activities related to the relevant product sector. Update data/information for the relevant sector. Attend to any other duties connected with the promotion of export of goods and services.

Qualifications

A degree in Marketing/ International Relations/ Economics/ Commerce/ Science/ Agriculture/ Business Administration or related field which is recognized by the University Grants Commission. Preference will be given to holders of a 1st or 2nd Class degree.

4. COMPUTER PROGRAMMER (JM 1-1)

Job Description

Develop Computer Programmes to perform operational functions of all Divisions/ Units of the Sri Lanka Export Development Board. Maintain such programmes and innovate them where required.

Qualifications

B.Sc. Degree which is recognized by the University Grants Commission **OR**

Membership of the British Computer Society or Associate or full membership of the Institute of Management Information Systems, UK.

Salary Scale (JM 1-1)

Rs. 42,600/- – 10 x 755 – 18 x 1,135 – Rs. 70,580/-. Salaries are paid as per the instructions mentioned in the annexure II of the DMS Circular No. 02/2016.

Age:

Should be not less than 18 years and not more than 45 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations and Statutory Institutions and to internal candidates.

Method of Selection (MM 1-1 & JM 1-1)

On the results of a written competitive examination and a structured interview.

Other Benefits

- * Medical Assistance Scheme
- * Housing Loan Scheme and Distress Loan at concessionary rate of interest
- * Encashment of unutilized Medical Leave & Annual Bonus
- * Transport facility for selected bus routes
- * EPF – Employee – 10 %; Board – 15 % & ETF – Board 3 %

Method of Applying

Applications should be made on the prescribed form available at the HRM Division, Level 5, EDB or at the www.srilankabusiness.com website [under the section of "Announcements"]. Duly completed application forms with copies of all relevant certificates should be forwarded separately for each post under registered cover to Chairperson & Chief Executive of the EDB on or before **28.06.2018**. The title of the post should appear on the top left hand corner of the envelope.

Applications from State Sector employees should be forwarded through the Heads of Institutions. Applicants are advised to send an advance copy of the application to reach the EDB before the closing date.

Chairperson & Chief Executive

SRI LANKA EXPORT DEVELOPMENT BOARD

NDB-EDB Tower, 42, Nawam Mawatha, Colombo 02.

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