



## VACANCIES

The Sri Lanka Export Development Board invites applications from competent and highly motivated citizens of Sri Lanka with proven ability and professional skills to join the Board's service for the under-mentioned positions;

### 1) POST OF DIRECTOR – MARKET DEVELOPMENT (HM 1-1)

#### Job Description

Responsible for formulation, implementation and evaluation of market development programmes within the market regions, guiding and directing the staff in identification of export market opportunities, conduct sales missions, exhibitions, participation in trade fairs, disseminating market information, liaise with Sri Lanka's Overseas Missions to formulate, implement and evaluate market development programmes in the regions, determine measures to improve the physical presence of the Sri Lanka export sector in key markets within the regions and overall administration of the Division.

### 2) POST OF DIRECTOR – EXPORT AGRICULTURE (HM 1-1)

#### Job Description

Responsible for improvement of the export performance of a selected group of agricultural products through integrated programmes, which include supply development, technological development, quality improvement, packaging development & training, initiate product development and adaptation of such products to said export market requirements. This will include any relevant human resources development and R & D work as well as overall administration of the Division.

### 3) POST OF DIRECTOR – REGIONAL DEVELOPMENT (HM 1-1)

#### Job Description

Responsible for regional development activities and guiding and directing the staff in identification of supply development opportunities, administer the provincial offices of the EDB and expansion of the provincial office network, plan implement and monitor all regional development programmes including Entrepreneur Development and Training Programmes for SMEs, all Export Production Villages (EPVs) / Export Processing Companies (EPCs) Projects within the regions. Formulate, implement and evaluate market development programmes within the regions and overall administration of the Division.

#### Qualifications for the Posts of Director (Market Development/Export Agriculture/ Regional Development ) (HM 1-1)

A Degree preferably in Marketing/International Relations/Economics/ Commerce/ Science/ Agriculture/ Business Administration or related field recognized by the University Grants Commission and a Postgraduate qualification (Masters') in a relevant field with minimum of fifteen (15) years post qualifying experience in managerial level in a Government Department/Corporation/Board or a reputed Private Sector Institution.

#### Age (HM 1-1)

Should be below 50 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations and Statutory Institutions.

#### Salary Scale (HM 1-1)

Rs. 38,530/- 15x 1,100 – Rs. 55,030/- per month plus the cost of living allowance and other government approved allowances.

A vehicle would be provided for official and limited private use as per Government regulations.

#### Method of Selection (HM 1-1)

By an interview

### 4) POST OF INTERNAL AUDITOR (MM 1-1)

#### Job Description

- Responsible for Internal Audit functions of the EDB and overall performance of the Internal Audit Unit.
- Audit all financial transactions of the Board under the direct supervision of the Chairman & Chief Executive.
- Provide necessary advice to the Chairman & Chief Executive and the Board and overall administration of the Unit.

#### Qualifications

- A Degree in Accountancy or related field 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 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 year post qualifying experience in Accounting / Auditing in a Government Department / Corporation / Board or a reputed Private Sector institution after obtaining the above qualifications.

**Note :** Experience in computerized Accounting Systems will be an added qualification.

#### Salary Scale (MM 1-1)

Rs. 25,640/- 3 x 665 – 7 x 735 -15 x 925 – Rs. 46,655/- per month plus the cost of living allowance and other government approved allowances.

### 5) POST OF PUBLICITY OFFICER (JM 1-1)

#### Job Description

- Identify necessary areas of publicity
- Co-ordinate activities with the institutions
- Attend to all publicity work of the EDB

#### Qualifications

A Degree recognized by the University Grants Commission preferably in Mass Communication. Preference will be given to holders of a 1<sup>st</sup> or 2<sup>nd</sup> class Degree.

#### Salary Scale (JM 1-1)

Rs. 20,525/- 10 x 365 – 18 x 550 – Rs. 34,075/- per month plus the cost of living allowance and other government approved allowances.

#### Age (MM 1-1) & (JM 1-1)

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.

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

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

#### Other benefits

- \* An attractive medical assistance scheme to meet hospitalization and outdoor medical expenses for the employee and his / her immediate family
- \* Distress Loan at concessionary interest rate
- \* An attractive Housing Loan Scheme at a concessionary rate of interest
- \* Annual Bonus
- \* Encashment of unutilized Medical Leave
- \* Transport facility for selected bus routes
- \* EPF – Employee – 10% ; Board – 15%
- \* ETF – Board 3%

#### Form of Application

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 Chairman & Chief Executive of the EDB on or before 30. 04. 2015 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.