



SRI LANKA EXPORT DEVELOPMENT BOARD

Ministry of Development Strategies & International Trade



VACANCIES

ADDITIONAL DIRECTOR GENERALS

The Sri Lanka Export Development Board (EDB), the apex government organization responsible for the development and promotion of exports from Sri Lanka invites dynamic self-motivated professionals with excellent leadership skills to join the Top Management Team of the organization. The selected candidates will have the opportunity to work with a professional and dedicated team of the EDB and be closely involved in contributing to the economic development of the country through international trade.

1. POST OF ADDITIONAL DIRECTOR GENERAL (DEVELOPMENT) (HM 2-1)

Job Description:

Responsible for the execution of powers, functions / duties related to development matters, operational and technical matters entrusted by the Chairman & Chief Executive. The Officer is required to provide necessary guidance to formulate, implement and evaluate market development programmes.

Qualifications: (either 1 or 2 or 3 below)

1. A Bachelor's Degree in Science / Agriculture / Business Administration / Economics or any other relevant field which is recognized by the U.G.C. 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 & minimum of 20 years experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board/Institution or a reputed private institution OR
2. Full Membership of a recognized professional Chartered Institution in a related field to the post & minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution OR
3. A Bachelor's Degree in Science / Agriculture / Business Administration / Economics or any other relevant field which is recognized by the U.G.C. & a PhD Degree in any relevant field & at least 05 years experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first Degree.

2. POST OF ADDITIONAL DIRECTOR GENERAL (FINANCE & ADMIN.) (HM 2-1)

Job Description:

Responsible for the execution of powers, functions/duties related to administration & financial matters entrusted by the Chairman & Chief Executive. The Officer is required to provide the necessary guidance to all Divisions/Units in relation to administrative & financial functions.

Qualifications: (either 1 or 2 or 3 below)

1. A Bachelor's Degree in Science/ Commerce/ Arts/ Accountancy/ Human Resources Management/Agriculture/ Business Administration or any other relevant field which is recognized by the U.G.C. 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 & minimum of 20 years experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board/Institution or a reputed private institution OR
2. Full Membership of a recognized professional Chartered Institution in a related field to the post & minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution OR
3. A Bachelor's Degree in Science / Commerce/ Arts/ Accountancy/ Human Resources Management/ Business Administration or any other relevant field which is recognized by the U.G.C. & a PhD Degree in any relevant field & at least 05 years experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

Age Limit : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Salary Scale

Rs. 91,645/- 12x2700 = 124,045/- The salaries will be paid as per the instructions mentioned in the annexure II of the DMS circular No: 02/2016. The position carries an assigned vehicle for official and limited private usage.

Method of Selection: By an 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 rate of interest
- * An attractive Housing Loan Scheme at a concessionary rate of interest
- * Annual Bonus & Encashment of unutilized Medical Leave
- * EPF - Employee - 10% ; Board - 15% & ETF - Board 3%

Method of Applying

The position is open to citizens of Sri Lanka. The applications should be made on the prescribed form and could be accessed by visiting www.srilankabusiness.com or could also be collected from the HRM Division, Level 5, EDB. Applications should be sent under Registered Cover to Chairperson & Chief Executive of the EDB on or before 02.02. 2017, together with relevant copies of certificates. The title of the post should appear on the top left-hand corner of the envelope. Applications not supported by copies of certificates will be rejected.

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
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