



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை

MINISTRY OF INVESTMENT PROMOTION



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.

(01) POST OF DIRECTOR-INFORMATION TECHNOLOGY (HM 1-1)

Job Description :

Responsible for providing IT Services to the organization, Maintaining a trade portal, updating EDB Website, provisions of e-communication, e-development etc., strategic planning and information making for the development and implementation of information technology infrastructure. Providing solutions required to meet current and future business goals of the organization. Maintain a conducive IT policy align to e-government policy.

Qualifications & Experience : (1 or 2 below)

1. A Bachelor's Degree in Information & Communication Technology/Computer Science/Management Information System which is recognized by the University Grants Commission

WITH

A Postgraduate Degree qualification (Masters') in the relevant field

AND

Minimum of 15 years relevant experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution after obtaining the first degree.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post.

AND

Minimum of 15 years relevant experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

(02) POST OF DIRECTOR-LEGAL (HM 1-1)

Job Description :

Assist and advise the Board and the EDB functional divisions on legal aspects relating to preparation of agreements, contracts, bonds, covering (i) consultancy services; (ii) loans, grants and other forms of assistance to exporters; Legal aspects relating to export related projects/ programmes implemented in Sri Lanka/ overseas; Provision of advice on commercial aspects of exports; Preparation of documents filled in Civil Actions; Appearance in courts/ Labour Tribunals and other legal bodies on behalf of the Board; Examination of title checking matters at the Land Registry and with the Registrar of companies; Providing legal assistance during disciplinary inquiries; Any other assignment entrusted by the Higher Management.

Qualifications & Experience :

A Bachelor's Degree in Law which is recognized by the University Grants Commission and Attorney-At-Law.

WITH

A Postgraduate Degree qualification (Masters') in the relevant field

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution in the relevant field after obtaining the first degree.

Salary Scale for the posts 01 & 02 (HM 1-1):

Rs. 80,295/- 15 x 2,270 - Rs. 114,345/-

Method of Selection for the posts 01 & 02 (HM 1-1) : by a structured interview.

Age Limit for the posts 01 & 02 (HM 1-1) : 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.

(03) POST OF 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). Any other assignment entrusted by the Higher Management.

Qualifications & Experience : (1 or 2 below)

1. A Bachelor's Degree in Accountancy / Commerce / Finance / Business Management / Business Administration which is recognized by the University Grants Commission

AND

A minimum of one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree in a Government Department / Corporation/Board or a reputed Private Sector Institution

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum one (01) years post qualifying experience in the relevant field to the post.

Salary Scale for the post (MM 1-1) :

Rs. 53,175/- 10x 1,375-15 x 1,910 - Rs. 95,574/-

(04) POST OF 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. Any other duties assigned by the Divisional Head.

Qualifications & Experience :

A Bachelor's degree in Marketing/ International Relations/ Economics/ Commerce/ Science/ Agriculture/ Business Administration which is recognized by the University Grants Commission.

(05) POST OF COMPUTER PROGRAMMER (JM 1-1)

Job Description :

Design and develop Computer Programmes/ Applications to perform operational functions of all Divisions/units of the Sri Lanka Export Development Board. Maintain such programmes and innovate them where required. Any other duties assigned by the Divisional Head.

Qualifications & Experience : (1or 2 or 3 or 4 below)

1. A Bachelor's Degree in Computer Science/ Engineering/ Information Technology/ Information & Communication Technology which is recognized by the University Grants Commission.

2. Having obtained a certificate of Proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary & Vocational Education Commission

3. Having obtained a certificate of Proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary & Vocational Education Commission

AND

At least five (05) years post qualifying experience in a subject area relevant to the post in a Corporation, Statutory Board/ Institution or a reputed private institution

4. Having obtained a certificate of Proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary & Vocational Education Commission

AND

At least ten (10) years post qualifying experience in a subject area relevant to the post in a Corporation, Statutory Board/ Institution or a reputed private institution.

Salary Scale for the post (JM 1-1) :

Rs. 42,600/- 10 x 755 18 x 1135 Rs. 70,580/-

Age Limit (MM 1-1 & JM 1-1) : Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

(06) POST OF STORE KEEPER (MA 2-1)

Job Description :

Acceptance and proper custody of goods. Issue and disposal of goods. Maintenance of records, registers or accounts for all receipts, issues and disposals of stores in the required manner, supported by appropriate documents. Maintenance of distribution lists with proper acknowledgements. Making available for verification at any time the physical balance of stocks in hand.

Qualifications :

Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5 in a subject area relevant to the post issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Salary Scale for the post (MA 2-1) :

Rs. 30,310/- 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 = Rs. 50,940/-

(07) POST OF MANAGEMENT ASSISTANT-NON TECH. (MA 1-1)

Job Description:

Attending to all clerical and typing work pertaining to the activities carried out by the respective Divisions. Maintenance of files etc.

Qualifications :

a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala / Tamil, English Language and Mathematics

AND

b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination.

Salary Scale for the post (MA 1-1):

Rs. 27,910/- 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - Rs. 48,540/-

Age Limit (MA 2-1 and MA 1-1): Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Method of Selection (MM 1-1, JM 1-1, MA 2-1 and MA 1-1): Based on the results of a written competitive examination and/ or a structured interview.

Other Qualifications applicable for the above post :

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

Other Benefits :

- An assigned vehicle as per PE Circular No. PED 1/2015(i) dated 27.10.2016 (only for posts of Director-IT and Director-Legal - HM1-1 category)
- EDB Medical Assistance Scheme
- Encashment of unutilized Medical Leave / Annual Bonus as per circulars.
- Housing Loan Scheme and Distress Loan at concessionary rates of interest.
- EPF - Employee - 10% ; Board - 15% & ETF - Board 3%.

How to apply :

If you have fulfilled the above qualifications, an application obtained from the Human Resources Management Division located in the 8th floor of Export Development Board or from website, www.srilankabusiness.com (Under "announcements") should be sent to reach the **Chairman / Chief Executive Officer, Sri Lanka Export Development Board, NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02** under the registered post on or before **27.05.2024**. Copies of relevant certificates should be attached to the duly perfected applications in EDB format.

The top left hand corner of the envelope containing applications should be marked the post applied.

Applications received after the closing date, without copies of relevant certificates and the incomplete applications will be rejected.

Applicants of those in Government service should submit their applications through the relevant Head of the institute. An additional copy of the application should be sent to the Chairman / Chief Executive Officer before the closing date of receiving applications.

The authority of filling or not filling the vacancies is vested with the Secretary, Ministry of Investment Promotion as per the DMS circular No. 2/2020 of 26.10.2020.

**Chairman / Chief Executive Officer,
Sri Lanka Export Development Board,
NDB - EDB Tower,
No. 42, Nawam Mawatha, Colombo 02.
Tele : 011-2300700**