



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT

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.

FOLLOWING POSTS ARE ON TEMPORARY BASIS FOR TWO (02) YEARS

(01) ASSISTANT SYSTEMS ENGINEER (JM 1-1)

No. of Vacancies (01)

Job Description:

Design, development and maintenance of Local Area and Wide Area Computer Networks of the EDB; Upgrading the systems in keeping with the latest development in IT & E-commerce; Implement the development systems in order to improve the effectiveness of the EDB; Any other duty assigned by the Divisional Head.

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

External candidates :

1. B.Sc. Degree which is recognized by the University Grants Commission in the field of Computers/Electronics/Electrical/and Telecommunication.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 7, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 6, issued by a technical/ Vocational Training Institute accepted by the Tertiary and 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 (NVQ) Level 5, issued by a technical/ Vocational Training Institute accepted by the Tertiary and 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.

Internal candidates (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant (Technological) MA 2-1 Grade II, in the subject area relevant to the post.

(02) COMMUNICATION OFFICER (JM 1-1)

No. of Vacancies (01)

Job Description:

Identify necessary areas of publicity; Co-ordinate activities with the institutions; Attend to all publicity work of the EDB; Any other duty assigned by the Divisional Head.

Qualifications:

External candidates :

A Bachelor's Degree in Mass Communication/Mass Media/Journalism/ Public Relations & Media Management/Marketing which is recognized by the University Grants Commission.

Internal candidates (1 or 2 below) :

Having obtained the qualifications required by the external candidates above. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant Grade II, in the subject area relevant to the post.

(03) ACCOUNTS OFFICER (JM 1-1)

No. of Vacancies (01)

Job Description :

Perform the Accounting Functions; Exercise Financial Control; Control Stores; Attending to matters concerning supplies, foreign travel, overseas trade centers, foreign remittance etc.; Any other duty assigned by the Divisional Head.

Qualifications :

External candidates (1 or 2 below) :

1. A Bachelor's Degree in Accountancy/ Commerce/ Finance/ Business Management/ Business Administration which is recognized by the U.G.C.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

Internal candidates (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant Grade II in the subject area relevant to the post.

(04) MONITORING & EVALUATION OFFICER (JM 1-1)

No. of Vacancies (01)

Job Description :

Assisting the Policy and Strategic Planning Division to prepare the strategic plan; Analyzing the Grant Charts of the projects or activities conducted by the divisions and inform the progress analysis to the departments; Monitor and inform the officers when the activities in the strategic plan are not achieved in given dates; Monitor and progress and report the progress with respect to the overseas trade fairs and training programmes; Evaluate the effectiveness of the training programmes and inform the Management; Evaluate the effectiveness of the Trade fairs and inform the Management; To assist Director-Policy & Strategic Planning for all management activities in the unit to run functions of the unit efficiently and effectively; Any other duty assigned by the Divisional Head.

Qualifications:

External candidates :

A Bachelor's Degree in Project Management/Monitoring & Evaluation/ Statistics which is recognized by the University Grants Commission.

Internal candidates (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant Grade II in the subject area relevant to the post.

(05) ADMINISTRATIVE & FINANCE OFFICER – NATIONAL ORGANIC CONTROL UNIT (JM 1-1)

No. of Vacancies (01)

Job Description :

Responsible for all administrative / logistics matters of the Unit; Providing necessary finance and resources as necessary for NOCU operations; Providing logistics facilities for the activities of the control system and registration programmes.

Qualifications:

External candidates (1 or 2 below) :

1. A degree in Economics / Business Management / HRM or related field which is recognized by the University Grants Commission with one (01) year post qualifying experience in the relevant field in a Government Department / Corporation / Board or in 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.

Internal candidates (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in Grade II of the Management Assistant Category.

(06) EXPORT PROMOTION OFFICER – NATIONAL ORGANIC CONTROL UNIT (JM 1-1)

No. of Vacancies (01)

Job Description:

Assisting the Director and Assistant Director of the Unit in all activities and

any other tasks assigned by them; Plan and execute any other activities connected with the promotion of the organic sector under the supervision of the Assistant Director/Director; Co-ordinate with the advisory/ expert committees of NOCU in its functions of NOCU; Update all data/information related to all activities carried out by the Unit.

Qualifications:

External candidates :

A degree in Science/Agriculture which is recognized by the University Grants Commission with one (01) year post qualifying experience in the relevant field in a Government Department / Corporation / Board or in a reputed private sector institution.

Internal candidates (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post in Grade II of the Management Assistant category.

Age Limit for the posts (01), (02), (03), (04), (05) & (06):

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Monthly Salary for the posts – Fixed (01), (02), (03), (04), (05) & (06) :

Basic monthly salary for the year 2025: Rs. 58,615/- + Cost of Living 17,800/- = Rs. 76,415/-

With effect from 01.01.2026 : Rs. 65,633 + Cost of Living 17,800/- = Rs. 83,433/-

Method of Selection for the posts (01), (02), (03), (04), (05) & (06) :

On the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority as determined by the Board of Directors.

(07) WEB/GRAPHIC DESIGNER (MA 2-1)

No. of Vacancies (01)

Job Description :

Design and maintain the EDB website: viz visual enhancements; Graphic designing. Add new features; Update information; Upgrade technical capabilities according to the business information and marketing needs of the organization.

Qualifications:

External candidates :

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.

Internal candidates :

Having obtained the qualifications required by the external candidates above.

(08) BOOK-KEEPER (MA 2-1)

No. of Vacancies (01)

Job Description:

Maintaining all accounting record; Record data related to the financial transactions/functions of the Board; Attend to matters concerning payments on supplies, salaries, overtime subsistence, transport, foreign travel, foreign remittance etc.

Qualifications:

External candidates :

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 .

Internal candidates :

Having obtained the qualifications required by the external candidates above.

(09) STORE KEEPER (MA 2-1)

No. of Vacancies (01)

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:

External candidates:

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.

Internal candidates:

Having obtained the qualifications required by the external candidates above.

(10) PERSONAL ASSISTANT – NATIONAL ORGANIC CONTROL UNIT (MA 2-1)

No. of Vacancies (01)

Job Description:

Maintaining Liaison with Head of Divisions / Units initiating Audit and Management Committee / Board papers and particularly attending to follow-up work on Audit and Management Committee/ Board papers; Drafting letters independently, maintain diary, arrange appointment, interviews, meetings, covering conferences and attending to all secretarial functions of the Unit; Attending to any other work assigned by the Superior Officers.

Qualifications:

External candidates:

Having obtained a Certificate/Diploma in Secretarial Practice/ Stenography issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission and a minimum of one (01) year experience as a Secretary/Stenographer.

Internal candidates:

Having obtained the qualifications required by the external candidates above.

Age Limit for the posts (07), (08), (09) & (10): Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Monthly Salary for the posts – Fixed (07), (08), (09) & (10) :

Basic monthly salary for the year 2025: Rs. 43,379/- + Cost of Living 17,800/- = Rs. 61,179/-

With effect from 01.01.2026 : Rs. 46,960 + Cost of Living 17,800/- = Rs. 64,760/-

Method of Selection for the posts (07), (08), (09) & (10) :

On the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority.

(11) MANAGEMENT ASSISTANT (MA 1-1)

No. of Vacancies (17)

Job Description:

Only the relevant areas of the particular Division will be applicable.

Attending to all clerical and typing work pertaining to the activities carried out by the respective Division; Maintenance of Files; Coordinate the maintenance of the PABX System; Supervision of Security at the Head Office, Provincial Office/Regional Offices and the tappol; Maintenance of accounting records and data pertaining to financial transactions of the EDB; Assist to carry out audit functions. Handle the cash receipts and payments; Attending to banking functions; Maintaining petty cash imprest; Disburse cash payments including salaries; Attending to all clerical work pertaining to stores; Make all book entries where necessary; Updating records and maintaining stocks of the items; Issuing orders for fueling of vehicles and upgrading the records, checking running charts, preparation of payment vouchers, maintaining running charts of the fleet of vehicles, attending to licensing of vehicles and insurance; Preliminary analysis of the data; Updating and monitoring the records quarterly and annually; store statistical information pertaining to the Export Product Sectors; Appraisal of Project Applications; Evaluation and Monitoring of Projects; Attending to work related to recruitment, leave and attendance, training & development; Maintenance of Personal Files and updating the employee database.

Qualifications:

External candidates:

Having passed the G.C.E. (O/L) examination in six subjects in one sitting / WITH / credit passes for four subjects including (i) Sinhala/Tamil, (ii) English Language, (iii) Mathematics / AND/ Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination.

Internal candidates:

Employees of the categories of Primary Level-Skilled, Primary Level - Semi-Skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including (i) Sinhala/Tamil (ii) English Language (iii) Mathematics /AND/ Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee categories.

(12) MANAGEMENT ASSISTANT – NATIONAL ORGANIC CONTROL UNIT (MA 1-1)

No. of Vacancies (01)

Job Description:

Providing related information to the client; Dealing with customers as customer interface in relation to registration etc. Co-ordination, development and maintenance of office systems, HRD, procurement, personnel management, transport, logistics and record-keeping; Attending to all clerical work pertaining to the activities carried out by the unit; Maintenance of accounting records and data pertaining to financial transactions of the EDB; Assist Admin & Finance Officer to handle the cash receipts and payments; Attending to banking functions; Maintaining petty cash imprest; Disburse cash payments including salaries; Assist to carry out audit functions; Updating records and maintaining stocks of the items; Issuing orders for fueling of vehicles and upgrading the records, checking running charts of vehicles, attending to licensing of vehicles and insurance with the assistance of the Admin & Finance Office; Preliminary analysis of the data; Updating and monitoring the records quarterly and annually; Assist the Director/ Assistant Directors / Administrative & Finance Officer of the unit for any task assigned by them; Attending to any other work assigned by the Superior Officers.

Qualifications:

External candidates:

Having passed the G.C.E. (O/L) examination in six subjects in one sitting / WITH / credit passes for four subjects including (i) Sinhala/Tamil, (ii) English Language, (iii) Mathematics / AND / Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination.

Additional Qualifications: Ability of English/Sinhala typing; Ability to converse in English; Knowledge of computer work and experience in the related field will be an added qualification.

Internal candidates:

Employees of the categories of Primary Level-Skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including (i) Sinhala/Tamil (ii) Mathematics.

Other: Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category. (a) Ability to work in English is a distinct advantage. (b) Knowledge of computer work will be an added qualification.

Age Limit for the posts(11) & (12): Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Monthly Salary for the posts - Fixed (11) & (12) :

Basic monthly salary for the year 2025: Rs. 40,403/- + Cost of Living 17,800/- = Rs. 58,203/-

With effect from 01.01.2026 : Rs. 43,312 + Cost of Living 17,800/- = Rs. 61,112/-

Method of Selection for the posts (11) & (12) :

On the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority.

(13) DRIVER (PL 3) – NATIONAL ORGANIC CONTROL UNIT

No. of Vacancies (01)

Job Description:

Drive and maintain the vehicles of the Board to optimize economy and effectiveness.

Qualifications:

External candidates :

Having passed six (06) subjects in G.C.E. (O/L) examination, at least / WITH / two (02) credit passes in maximum of two sittings / AND / having obtained the license issued by the Commissioner General, Department of Motor Traffic to drive heavy vehicles / AND / a minimum of three (03) years experience in driving after obtaining the driving license.

Internal candidates :

Having obtained the license issued by the Commissioner General, Department of Motor Traffic (the expected proficiency should be clearly mentioned) and a minimum of three year experience in driving after obtaining the driving license / AND / completion of minimum five (05) years satisfactory service in a post in the category of primary Semi skilled (PL 2) or primary Unskilled (PL1).

Age Limit for the post (13) : Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Monthly Salary for the post – Fixed (13) :

Basic monthly salary for the year 2025: Rs. 38,387/- + Cost of Living 17,800/- = Rs. 56,187/-

With effect from 01.01.2026 : Rs. 40,834 + Cost of Living 17,800/- = Rs. 58,634/-

Method of Selection for the post (13):

By a Trade Test and a structured interview.

(14) OFFICE AIDE (PL 1)

No. of Vacancies (07 + 01 NOCU)

Job Description:

The duties are in the unskilled nature and miscellaneous activities are involved in including prompt and safe delivery of important and confidential documents, operation of Photocopying Machine, Roneo Machine, Scanning Machine, etc. handling the daily mail, carrying mail bags/parcels to the post office.

Qualifications:

External candidates :

Persons who have sat for the G.C.E. (O/L) Examination.

Age Limit for the post (14) : Should be not less than 18 years and not more than 45 years.

Monthly Salary for the post – Fixed (14) :

Basic monthly salary for the year 2025: Rs. 36,475/- + Cost of Living 17,800/- = Rs. 54,275/-

With effect from 01.01.2026: Rs. 38,488/- + Cost of Living 17,800/- = Rs. 56,288/-

Method of Selection (14):

by a structured interview.

All appointments to the above mentioned posts will be with entitlement to Employees' Provident Fund and Employees' Trust Fund, subject to the contribution as follows:

EPF – Employee – 10%; Board – 15% & ETF – Board 3%

If you consider yourself suitable, you are invited to apply on or before **13.11.2025**.

The applications should be made on the prescribed form which could be accessed by visiting **www.srilankabusiness.com** [under the section of “Announcements”]. The duly completed applications along with the relevant copies of certificates should be sent under Registered Cover addressed to the Chairman / Chief Executive Officer - EDB, mentioning the title of the post on the top left-hand corner of the envelope. **Any application that is not submitted in the prescribed form (EDB application) and not supported with the relevant copies of certificates will be rejected.**

Applications from State Sector employees should be forwarded through their Heads of Institutions. We advise you to send a copy of such state sector employees' applications in advance to reach the EDB before the closing date.

**Chairman / Chief Executive Officer
SRI LANKA EXPORT DEVELOPMENT BOARD
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