



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 (EDB), the apex government trade organization, plays a key role in the promotion of exports of the country. Strategies and programmes are already in place to facilitate and guide the private sector to increase their export portfolios thus bringing more exchange earnings to the country. In order to achieve such growth in exports EDB invites dynamic, highly competent, self-motivated professionals with excellent leadership skills to join the Management Team and supporting staff.

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

No. of Vacancies (01)

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:

External candidates(1 or 2 or 3 below) :

1. A Bachelor's Degree 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 (Master's) in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post / AND / 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.
2. Full Membership of a recognized professional Chartered Institution in a related field to the post / AND / minimum of 15 years experience at a "Managerial Level" in a Corporation / Statutory Board/ Institution or a reputed private institution.
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. / WITH / a PhD Degree in any relevant field / AND / 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.

Internal candidates:

A minimum of five (05) years satisfactory service in a post in the Senior Manager Category (HM 1-1) in the subject area relevant to the post / AND / A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

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

No. of Vacancies (01)

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:

External candidates(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 University Grants Commission / WITH / a Postgraduate Degree qualification (Master's) in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post / AND / 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.
2. Full Membership of a recognized professional Chartered Institution in a related field to the post / AND / Minimum of 15 years experience at a "Managerial Level" in a Corporation / Statutory Board/Institution or a reputed private institution.
3. A Bachelor's Degree in Science / Agriculture/ Business Administration/ Economics or any other relevant field which is recognized by the University Grants Commission / AND / PhD Degree in any relevant Field / AND / 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 the first degree.

Internal candidates:

A minimum of five (05) years satisfactory service in a post in the Senior Manager Category (HM 1-1) in the subject area relevant to the post / AND / A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Age Limit for posts (01) & (02) :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 for the posts of HM 2-1 (01) & (02): Rs. 161,140/- 12x 4,850 = Rs. 219,340/-

Salaries are paid as per the instructions mentioned in the schedule II of the Department of Management Services Circular No: 01/2025 dated 25.03.2025. Basic Monthly Salary for the year 2025:Rs. 119,494/= . With effect from 01.01.2026 : Rs. 140,317/= (In addition Cost of Living allowance of Rs. 17,800/= and other government approved allowances applicable to the post).

Other Benefits (01) &(02):

As per PE Circular No. PED 1/2015(i) dated 27.10.2016 and applicable amendments, an assigned vehicle will be provided only for HM 2-1 & HM 1-1 categories.

(03) POST OF DIRECTOR – INFORMATION TECHNOLOGY (HM 1-1)

No. of Vacancies (01)

Job Description:

Responsible for providing IT Services to the organization, maintaining a trade portal, updating EDB Website, provisions of e-communication, e-promotion etc., strategic planning and decision 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 with align to e-government policy in respect of computer hardware, software, usage, access and procurements. IT resource planning, budgeting, operational initiative and monitor performance and results and overall administration of the Division.

Qualifications:

External candidates(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 (Master's) in the relevant field / AND /minimum of fifteen (15) years relevant experience at a "Managerial Level" in a Corporation / Statutory Board / Institution or a reputed private sector Institution after obtaining the first degree.
2. Full Membership of a recognized professional Chartered Institute in a related field to the post / AND/ Minimum of fifteen (15) years relevant experience at a "Managerial Level" in a Corporation / Statutory Board / Institution or 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 the Manager Category (MM) Grade I, in the subject area relevant to the post.

(04) POST OF DIRECTOR-MARKET DEVELOPMENT (HM 1-1)

No. of Vacancies (01)

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, Digital Marketing and overall administration of the Division.

(05) POST OF DIRECTOR-REGIONAL DEVELOPMENT (HM 1-1)

No. of Vacancies (01)

Job Description:

Responsible for regional development activities and guiding and directing the staff in identification of Export Development opportunities, Overall administration of the regional offices of the EDB. Expansion of the provincial office network, planning implementation and monitoring all regional development programmes including Capacity Building, Product Development and Market Development Programme to assist the regional based SME's to become exporters in the future. Overall Supervision of Export Production Village (EPV's)/Export Processing Companies (EPC) Projects within the regions. Responsible for the overall administration and planning & implementation development activities of the Regional Development Division.

Qualifications (04) & (05) :

External candidates (1 or 2 below)

1. A Bachelor's Degree in Marketing / International Relations/ Economics / Commerce / Science / Agriculture / Business Administration which is recognized by the University Grants Commission/ WITH/ a Postgraduate Degree qualification (Master's) in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post/ 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.
2. Full Membership of a recognized professional Chartered Institution in a related field to the post / AND / minimum of 15 years experience in the relevant field at a "Managerial Level" 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 in the Manager Category (MM) Grade I, in the subject area relevant to the post.

Age Limit for posts (03), (04) & (05): Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

(06) POST OF DIRECTOR – NATIONAL ORGANIC CONTROL UNIT (HM 1-1)

No. of Vacancies (01)

Job Description:

Establish and responsible for setting for setting up policies for all operational / managerial and administration of the Unit and monitoring; Formulate, implement and coordinate the strategies, activities, annual plan, business plan and preparation of annual financial and operational reports for NOCU periodically;Assigning responsibilities and authorities to committees and the staff of NOCU;Formulation/coordination of the advisory committees-technical and standards and certification;Making contractual agreements related to recognition of organic certifications to support the development of organic production and facilitate domestic and international trade. Responsible for coordinating with relevant Institutions/consultants/ other agencies local/overseas and committees to NOCU; Achieve accreditation at international level. Responsible for decision on legal matters, appeals, complaints, disputes etc. agreeing the NOCU regulations;Facilitate the development of inspection and certification agencies to meet certification demands of the country; Provide necessary resources for the operation of the NOCU activities; Promote the NOCU and its services nationally and internationally and represent NOCU in all instances.

Qualifications:

External candidates :

A Degree preferably in Science / Agriculture or a related field which is recognized by the University Grants Commission / WITH / a postgraduate Degree qualification (Master's) in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post / AND/ minimum of fifteen (15) years post qualifying experience at a "Managerial Level" in the relevant field in a Government Department, Corporation, or 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 the Manager Category (MM) Grade I, in the subject area relevant to the post.

Age Limit for the post (06): Should be not less than 35 years and not more than 50 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations & Statutory Institutions and to internal candidates.

Salary Scale for the posts of HM 1-1 (03), (04), (05) & (06):

Rs.140,640/- 15 x 4,100 = Rs. 202,140/-

Salaries are paid as per the instructions mentioned in the schedule II of the Department of Management Services Circular No: 01/2025 dated 25.03.2025. Basic Monthly Salary for the year 2025 – Rs. 105,399/= . With effect from 01.01.2026 : Rs. 123,019/= (In addition, Cost of Living Allowance of Rs. 17,800/= and other government approved allowances applicable to the post)

Other Benefits (03), (04), (05) & (06) :

As per PE Circular No. PED 1/2015(i) dated 27.10.2016 and applicable amendments, an assigned vehicle will be provided only for HM 2-1 & HM 1-1 categories.

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

Through a structured interview conducted by a panel appointed by the appointing authority (EDB).

(07) ASSISTANT DIRECTOR (MM 1-1)

No. of Vacancies (03)

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.; Any other assignment entrusted by the Higher Management.

Qualifications:

External candidates :

A Bachelor's Degree in Marketing/International Relations/Economics/ Commerce/ Science/Agriculture/ Business Administration which is recognized by the University Grants Commission /AND /a minimum of one 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.

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 the Junior Manager (JM) Category, in the subject area relevant to the post

(08) ASSISTANT DIRECTOR – HR & ADMIN (MM 1-1)

No. of vacancies (03)

Job Description:

Implement HR Policies of the Board;Identification of Training/Staff Development needs-Local and Overseas and implementing planned programmes for human resources development; Attend to matters related to recruitments, promotions granting salary increments, EPF, ETF;Attend to matters related to Efficiency Bar Examinations, Salary revisions etc. Disciplinary matters;Attend to matters on leave, attendance and overtime, medical assistance scheme and other welfare matters. Facilitating Administrative Functions of the Organization; Supervise and coordinate Security matters of the organization (Head office and Regional Offices);Matters pertaining to settlement of rental of office buildings including renewal of rent/lease agreements and insurance coverage;Supervise maintenance of telephone, water & electricity supply;Matters pertaining to tappal & freight forwarding;Plan and execute logistical arrangements in the Head Office and Regional Offices;Supervision of the Transport Unit & maintenance of fleet of vehicles of the EDB; Any other assignment entrusted by the Higher Management.

Qualifications:

External candidates:

A Bachelor's Degree in Human Resources Management / Public Administration / Public Management / Business Administration (specialized in HRM)/ Management (specialized in HRM)/ B.Com 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.

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 the Junior Manager (JM) Category, in the subject area relevant to the post.

(09) ASSISTANT DIRECTOR - MONITORING & EVALUATION (MM 1-1)

No. of vacancies (01)

Job Description:

Assisting the Policy and Strategic Planning Division to prepare the strategic plan;Analyzing the Gant 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 progress and report the progress with respect to the overseas trade fairs and training programmes;Evaluate the effectiveness of the training programmes Trade Fairs and inform the Management;To assist Director HRM for all management activities in the unit to run functions of the unit efficiently and effectively.

Qualifications:

External candidates :

A Bachelor's Degree in Project Management / Economics / Development Studies /Monitoring and Evaluation / Statistics and Research 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.

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 the Junior Manager (JM) Category, in the subject area relevant to the post.

Age Limit for the posts (07), (08) & (09): Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Salary Scale for the posts – MM 1-1 (07), (08) & (09):

Rs. 91,690/- 10 x 2,480 15 x 3,450 = Rs. 168,240/- .

Salaries are paid as per the instructions mentioned in the schedule II of the Department of Management Services Circular No: 01/2025 dated 25.03.2025. Basic Monthly Salary for the year 2025 :Rs. 71,730/= . With effect from 01.01.2026 : Rs. 81,710/= (In addition, Cost of Living Allowance of Rs. 17,800/= and other government approved allowances applicable to the post).

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

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

(10) EXPORT PROMOTION OFFICER (JM 1-1)

No. of Vacancies (18)

Job Description:

Plan and execute operational functions of the Division/Unit under the supervision of the superior officers; 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 duty assigned by the Divisional Head.

Qualifications:

External candidates :

A Bachelor's Degree in Marketing/ International Relations/ Economics/ Commerce/ Science/ Agriculture/ Business Administration 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.

(11) PROCUREMENT OFFICER (JM 1-1)

No. of Vacancies (01)

Job Description:

Provide all supplies and services for the uninterrupted functioning of the organization;Coordinate with the internal customers of the organization and also with the external agencies, conforming to the Board's procedures and other relevant stipulations including those relating to tendering of supplies and services;Ensures that the Procurement Unit functions as a coordinated/coherent unit.

Qualifications:

External candidates:

A Bachelor's Degree in Supply Management/ Logistics Management/ Supply Chain Management which is recognized by the U.G.C.

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.

(12) COMPUTER PROGRAMMER (JM 1-1)

No. of Vacancies (01)

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.

Qualifications :

External candidates (1 or 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 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 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) Grade II in the subject area relevant to the post.

(13) HR & ADMIN OFFICER (JM 1-1)

No. of Vacancies (02)

Job Description:

Assist in the performance of work related to establishment functions. Attend to staff development and welfare;Plan and execute logistical requirements of the Head Office & Regional Office;Attend to matters pertaining to settlement of rent / electricity / water / telephone bills of the EDB; Attend to matters pertaining to security service of the Head Office & Regional Offices. Ensure proper housekeeping within the HR Division; Assisting the Manager (HR) in implementing of the H R policy and HR strategies of the EDB; Attend to recruitments and promotions, leave attendance and overtime matters; Ensuring that all personal files that are updated whenever any changes occur against each employee; Attending to matters related to training and development; Attending to matters related to the disciplinary inquiries; Any other duty assigned by the Divisional Head.

Qualifications:

External candidates :

A Bachelor's Degree in Human Resources Management / Public Administration / Public Management / Business Administration (specialized in HRM)/ Management (specialized in HRM)/ B.Com 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.

Age Limit for the posts (10), (11), (12) & (13): Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Salary Scale for the posts of JM 1-1 (10), (11), (12) & (13):

Rs. 72,650/- 10 x 1,360 18 x 2,040 = Rs. 122,970/- .

Salaries are paid as per the instructions mentioned in the schedule II of the Department of Management Services Circular No: 01/2025 dated 25.03.2025. Basic Monthly Salary for the year 2025 :Rs. 58,615/= . With effect from 01.01.2026 : Rs. 65,633/= (The Cost of Living Allowance of Rs. 17,800/= and other government approved allowances applicable to the post)

Method of Selection for the posts (10), (11), (12) & (13):

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

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 the **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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