



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF TRADE

VACANCIES

The Sri Lanka Export Development Board (EDB), is the apex government organization responsible for development and promotion of exports from Sri Lanka. Applications are invited from citizens of Sri Lanka possessing professional skills with proven ability to join the EDB in the following position who could contribute to ensuring the achievement of export goals articulated in the strategic plan of the EDB.

MANAGEMENT ASSISTANT (NON TECHNOLOGICAL) (MA 1-1)

Job Description :

- Attending to all clerical and secretarial work pertaining to the activities carried out by the respective Divisions
- Maintenance of files
- Updating and monitoring records quarterly and annually

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 Maths/Arithmetic

And

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

Additional Qualifications :

- Speed of 30-40 w.p.m. in typing in English/Sinhala
- Ability to converse in English
- Ability to operate a Telephone Switch Board/PABX
- Knowledge of computer work and experience in the related field

Salary Scale MA 1-1 : Rs. 27,910/- 10x300 - 7x350 - 4x495 - 20x660 – Rs. 48,540/- per month plus and Government approved allowances.

Method of Selection :

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

Age :

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 & Statutory Institutions and to internal candidates.

Other benefits :

- * EDB Medical Assistance Scheme
- * Transport facility
- * Encashment of unutilized Medical Leave /Annual Bonus
- * Housing Loan Scheme and Distress Loan at concessionary rates of interest
- * EPF – Employee – 10%; Board – 15% & ETF – Board 3%

The applications should be made on the prescribed form which could be accessed by visiting www.srilankabusiness.com [under the section of “Announcements”] or the application forms could be collected from the HRM Division, Level 5, EDB. The duly completed applications along with the relevant copies of certificates should be sent under Registered Cover addressed to the Director General EDB on or before **05.03.2021**, 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 copies of such state sector employees’ applications in advance to reach the EDB before the closing date.

Director General

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