



VACANCIES

The Employees' Trust Fund Board formed by Parliament Act No. 46 of 1980 and functions under the Ministry of Finance provides social security for members. It is the second largest superannuation fund in the country. The fund base is over Rs. 380 Billion and has 19 Regional Offices island wide. At present the contributing membership of the fund is approximately 2.8 million and covers 83,000 Employers.

The Board wishes to recruit competent and qualified Officers who are citizens of the Sri Lanka to fill the following vacancies.

1. Manager – Finance – MM (1-3)

Qualifications:

(1) Degree in Commerce/Accounting or Finance 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.

or

(2) Having passed the Intermediate Examination of Institute of Chartered Accountants of Sri Lanka (ICASL), Chartered Institute of Management Accounts (CIMA)-UK, Association of Chartered Certified Accountants (ACCA) of a recognized professional Chartered Institute and a minimum of one year post qualifying experience in the relevant field to the post

Salary Scale - Rs. 55,925/-10x1375+15x1910=Rs. 98,325/-

Salary Point - Rs. 55,925/-

Age : Age should be not less than 22 years and not more than 45 years.

2. Accounts Officer – JM (1-1)

Qualifications:

(1) A Bachelor's Degree in Commerce/Accounting /Finance or equivalent qualifications with appropriate subject combinations which is recognized by the University Grants Commission.

or

(2) Having passed the Intermediate Examination of Institute of Chartered Accountants of Sri Lanka (ICASL), Chartered Institute of Management Accounts (CIMA)-UK, Association of Chartered Certified Accountants (ACCA) of a recognized professional Chartered Institute.

Salary Scale - 42,600/- 10x755+18x1135 = Rs. 70,580/-

Salary Point - 42,600/-

Age : Age should be not less than 22 years and not more than 45 years.

Selection Criteria for 1 & 2 posts.

By a structural interview.

3. Personal Secretary – (JM 1-1)

Qualifications:

Bachelor's Degree which is recognized by the University Grants Commission.

(Preference would be given for the followers of the examinations of the Institute of Chartered Corporate Secretaries and those who have experience in the field)

Key Job Responsibilities:

1. Strong Secretarial background and good exposure so as to work through on sectorial practices.
2. Provide secretarial support by encoding correspondences, reports & documents, handling or screening of incoming calls and random visitors, setting meeting with various department, etc.
3. Make follow-ups to different departments, companies, persons and pending documents.
4. Coordinate with Administration, arrangements & follow up actions as required.
5. Manage all inward and outward correspondence in order to ensure timely and accurate receipt and dispatch of the same.
6. Set-up and maintain correspondence files and ensure safe custody and confidentiality.
7. Collect reports from various departments; submit consolidated reports.
8. Prioritize & follow through on issues and concerns, including those of a sensitive or confidential nature.
9. Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc.
10. Attending meetings and keep minutes
11. Receiving and screening phone calls and redirecting them when appropriate

Expected Attributes:

- Excellent Command of English.
- Out going personality.
- Good PR skills.
- Proficient in MS Office packages.
- Knowledge of office management.
- Excellent organizational and time-management skills.
- Outstanding communication and negotiation abilities.
- Integrity and confidentiality.

Salary Scale - 42,600/- 10x755+18x1135 = Rs. 70,580/-

Salary Point - 42,600/-

Age : Age should be not less than 22 years and not more than 45 years.

The selected candidates are entitled to the Government approved cost of living allowance and other fringe benefits enjoyed by state organizations of similar status.

The other benefits enjoyed by the employees in above salary categories of ETFB currently are:

- Annual Bonus
- Monthly Incentive on performance and attendance
- Medical Bills reimbursement (Routine and Hospitalization)
- Low interest housing and vehicle loans

Applications containing brief Bio-Data with copies of certificates and names and contact details of two non-related referees should be sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned on or before **19.04.2021** Applications from employees in Govt Departments, Corporations, and Boards etc. should be forwarded through the Heads of such institutions, indicating whether the applicants can be released if selected.

Chairman / CEO,

EMPLOYEES' TRUST FUND BOARD
P.O. BOX. 807, 'Mehewara Piyesa', COLOMBO 05.