



MINISTRY OF TRADE

SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



VACANCIES

Applications are called from the citizens of Sri Lanka for the following vacancies available in the Sri Lanka Export Development Board.

(1) DIRECTOR GENERAL (HM 2-2)

No. of Vacancies (01)

For external applicants:

Should possess a Doctorate in Science/ Agriculture / Business Administration and a minimum of 10 years of managerial experience at senior level and should be able to prove that by a report obtained from a reputed institution and of which a minimum of 05 years service experience should have obtained after receiving the Doctorate. Further, should have experience in handling multi task groups, developing human and other resources properly and in management.

For applicants in Government Services:

Class I and above officers in Sri Lanka Administrative Service could be appointed as Director General on secondment basis to impose, implement and perform the powers, duties and for functions of Sri Lanka Export Development Board.

Salary Scale (HM 2-2) :Rs. 93,020/- 12x2700 = Rs.125,420/- (per month) and Government approved allowances.

Method of Selection: by a structured interview.

Age Limit :Persons below 55 years of age with above qualifications are eligible to apply for this post and the age limit will not apply for applicants from Government Departments, Corporations & Statutory Boards.

(2) 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. The Officer is required to provide the necessary guidance to all Divisions/ Units in relation to administrative & financial functions.

Qualifications: (either 1, 2 or 3 below)

1. A Bachelor's Degree in 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 (Masters) 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 5 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.

Salary Scale (HM 2-1) :Rs. 91,645/- 12x2700 = 124,045/- per month and Government approved allowances.

Method of Selection: by a structured interview.

Age Limit : Should be not less than 35 years and not more than 55 years.

(3) DIRECTOR - HUMAN RESOURCES MANAGEMENT - (HM 1-1)

No. of Vacancies (01)

Job Description :

Responsible for the Human Resource Development and Administration activities of the Board, identification of staff development needs and implementation of planned programs for human resource development in the organization.

Qualifications:

A Degree preferably in Human Resources Management or in a related field which is recognized by the University Grants Commission and postgraduate qualification (Masters) in the relevant field with minimum of fifteen (15) years post qualifying experience (after the 1st Degree) in Managerial Level in a Government Department/ Corporation/Board or a reputed private sector Institution.

Note: Preference will be given to the officers of Class I of the Sri Lanka Administrative Service.

(4) DIRECTOR - INFORMATION TECHNOLOGY (HM 1-1)

No. of Vacancies (01)

Job Description:

The Director is 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.

Qualifications:

A Degree preferably in IT, Computer Science or related field which is recognized by the University Grants Commission and a postgraduate qualification (Masters) in the relevant field with minimum of fifteen (15) years post qualifying experience (after the 1st Degree) in Managerial Level in a Government Department/Corporation/Board or a reputed private sector Institution.

(5) DIRECTOR-FINANCE (HM 1-1)

No. of Vacancies (01)

Job Description:

Responsible for formulating Policies, Office Guidance and provide information to Management on financial planning, budgeting for control, accounting, costing & financial reporting, credit & collection, banking & cash management, auditing and insurance. Responsible for improving and monitoring of the Export Development Fund.

Qualifications:

A Degree preferably in Accountancy or related field which is recognized by the University Grants Commission OR

Membership of the Institute of Chartered Accountants of Sri Lanka (ICASL) OR

Membership of Chartered Institute of Management Accountants, (CIMA) UK OR

Membership of Association of Chartered Certified Accountants, (ACCA) UK AND

A Postgraduate qualification (Masters) in Management or in a related field with minimum of fifteen (15) years post qualifying experience in Managerial Level in a Government Department/Corporation/Board or a reputed private sector Institution.

Secondment: Class I Officers of the Sri Lanka Accountants Service would also be considered to be appointed on secondment basis.

Applications received on the previous advertisement (post of Director-Finance) dated 13.06.2021 also will be considered. Please do not apply again.

(6) DIRECTOR-EXPORT AGRICULTURE (HM 1-1)

No. of Vacancies (01)

Job Description:

Responsible for improvement of the export performance of a selected group of agricultural products through integrated programmes which include supply development, technological development, quality improvement, packaging development and training, initiate product development and adaptation of such products to said export market requirements.

Qualifications :

A Degree preferably in Marketing / International Relations / Economics / Commerce / Science /Agriculture / Business Administration or related field which is recognized by the University Grants Commission and a postgraduate qualification (Masters) in a related field with a minimum of fifteen (15) years post qualifying experience (after the 1st Degree) at Managerial Level in a Government Department/ Corporation /Board or a reputed private sector Institution.

Applications received on the previous advertisement (post of Director-Export Agriculture) dated 13.06.2021 also will be considered. Please do not apply again.

Salary Scale (HM 1-1) for the posts of Director-HRM, Director-IT, Director-Finance & Director-Export Agriculture: Rs. 80,295/- 15 x 2,270 -Rs. 114,345/- per month and Government approved allowances.

Method of Selection (HM 1-1): by a structured interview.

Age Limit (HM 1-1): Below 55 years. The upper age limit would not apply to the candidates in the Government Departments, Corporations and Statutory Institutions.

(7) ASSISTANT DIRECTOR (MM 1-1)

No. of Vacancies (05)

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.

Qualifications:

A Bachelor's Degree in Marketing/International Relations/ Economics/ Commerce/ Science/ Agriculture/ Business Administration or related field which is recognized by the University Grants Commission with one year post qualifying experience in a Government Department/ Corporation/ Board or a reputed private sector institution.

Preference will be given to candidates having a 1st or 2nd Class degree.

Note: Experience in computerized database management and knowledge of departmental circulars will be an added qualification.

(8) ASSISTANT DIRECTOR-INFORMATION TECHNOLOGY (MM 1-1)

No. of Vacancies (01)

Job Description :

Design and develop software systems. Maintain and administer computer networks and related computing environments. Maintain and administer information data-bases and database management systems. Implement security measures to safeguard data, software and hardware. Perform data backups and disaster recovering operations. Provide staff and users with assistance solving computer related problems.

Qualifications :

A Degree in Computer Science specialized in Electronics/ Electrical/ Telecommunication which is recognized by the University Grants Commission with one year post qualifying experience in the relevant field in a Government Department/Corporation/Board or in a reputed Private Sector Institution.

Note: Experience in structured system analysis and design methodologies object oriented programming languages, data base management systems and knowledge of computer network & server systems will be an added qualification.

Salary Scale (MM 1-1) for the posts of Assistant Director & Assistant Director-IT:

Rs. 53,175 - 10 x 1375 - 15 x 1910 - 95,575 per month and Government approved allowances.

Method of Selection : Based on the results of a written competitive examination and a structured interview.

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post
- Computer Test (if necessary to the post)

Age Limit : Should be not more than 45 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations & Statutory Institutions.

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

No. of Vacancies (02)

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.

Qualifications

A degree in Marketing/ International Relations/ Economics/ Commerce/ Science/ Agriculture/ Business Administration or related field which is recognized by the University Grants Commission.

Preference will be given to holders of a 1st or 2nd Class degree.

(10) COMPUTER PROGRAMMER (JM 1-1)

No. of Vacancies (01)

Job Description

Develop Computer Programmes to perform operational functions of all Divisions/units of the Sri Lanka Export Development Board. Maintain such programmes and innovate them where required.

Qualifications

B.Sc Degree which is recognized by the University Grants Commission OR

Membership of the British Computer Society OR

Associate or full membership of the Institute of Management Information Systems, U.K.

(11) STATISTICAL OFFICER (JM 1-1)

No. of Vacancies (01)

Job Description

Collect and store statistical information pertaining to the Export Sector. Compile basic statistical data and analysis of data. Dissemination of statistical information.

Qualifications

A Degree which is recognized by the University Grants Commission preferably with Statistics.

Note: Preference will be given to holders of 1st or 2nd class Degree. Knowledge of computerized data analyzing would be an advantage.

(12) 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.

Qualifications

- a) A Degree in Accountancy or related field which is recognized by the University Grants Commission OR
- b) Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) OR
- c) Intermediate Level qualification of Chartered Institute of Management Accountants (CIMA)OR
- d) Intermediate Level qualification of Association of Certified and Corporate Accountants (ACCA) OR
- e) Higher National Diploma in Accountancy

Note: Experience in computerized database management and knowledge of departmental circulars will be an added qualification.

Salary Scale(JM 1-1) for the posts of Export Promotion Officer, Computer Programmer, Statistical Officer & Accounts Officer :

Rs.42,600/- 10x755 - 18x1,135 = 70,580/- per month and Government approved allowances.

Method of Selection: Based on the results of a written competitive examination and a structured interview.

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post
- Computer Test (if necessary to the post)

Age Limit: Should be not more than 45 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations & Statutory Institutions.

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

No. of Vacancies (12)

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 and Government approved allowances.

Method of Selection :

Based on the results of a written competitive examination and a structured interview.

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test
- Computer Test (if necessary to the post)
- Speed of typing/shorthand

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.

Applications received on the previous advertisement (post of Management Assistant) dated 19.02.2021 also will be considered. Please do not apply again.

Other Qualifications applicable for all the above posts :

- 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 HM 2-2, HM 2-1& HM 1-1 categories)
- ❖ 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 5th floor of Export Development Board or from website, www.srilankabusiness.com (Under "announcements") should be sent to reach the Chairman & Chief Executive, Export Development Board, NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02 under the registered post on or before 28.07.2021. 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.

Applications of those in Government service should be submitted through the relevant Heads of the institutes. An additional copy of the application should be sent to the Chairman & Chief Executive before the closing date of receiving applications.

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

Chairman & Chief Executive,
Sri Lanka Export Development Board,
NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02.

Tele: 011-2300700