



# Unleash

YOUR POTENTIAL WITH THE APEX BODY OF  
**SRI LANKA TOURISM!**

Sri Lanka Tourism Development Authority (SLTDA) is the government authority tasked with planning, development, regulation, and policy implementation of tourism and related industries. The tourism sector is identified as a critical contributor to the national economy for the future. The sector also attracts some of the highest foreign direct investments and high-profile investor projects to the country.

## Personal Assistant to Director General/ Junior Manager (Contract Basis)

We invite applications from highly accomplished individuals for the post of Personal Assistant to the Director General (CEO) on contract basis at SLTDA.

### The Job

- Answer and make telephone calls courteously, take messages accurately and ensure that the messages are passed on to Director General.
- Handle incoming and outgoing mail/ email / fax and other documents to the Director General.
- Plan and coordinate appointments, maintain daily appointments schedule and diary management.
- Arranging of meetings (internal & external parties) and taking minutes.
- Attend to all travel arrangements, accommodation, visas of the Director General in order to ensure timely travel.
- Ensure timely and accurate completion of letters, reports, presentations and other documents as and when assigned by Director General.
- Handle divisional correspondence / drafting letters / preparing reports Maintain a proper filing system and maintain files to the proper format for easy retrieve of papers as required, to ensure that Director General is provided with accurate and comprehensive information.
- Prioritize workload to ensure that tight deadlines are met.
- Any other work assigned by the Director General.

### The Person

- The Candidate should have a degree in the field of Mass Communication/ Languages/ Management/ Administration in English medium recognized by the University Grant Commission **with** a minimum of one (01) year experience in the capacity of a Personal Assistant in the relevant field or a similar capacity

**OR**

- Followed a Chartered Secretariat Course from a recognized Institute **with** a minimum of three (03) years post qualifying experience in the relevant field.

### Salary

- A monthly salary of Rs. 45, 000/- inclusive of all allowances.

### Age

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

### Critical Skills and Experience:

- Should be a Team Player with Excellent Communication Skills (verbal & written).
- Flexibility and adaptability.
- Sound knowledge in computer applications.
- Skill in additional languages would be an added advantage

### Benefits

- Comprehensive and attractive Medical Insurance Scheme covering the employee and family.
- Contribution to the Employee Provident Fund [Employee 10% & Employer 15%] and Employee Trust Fund [Employer 3%].

### Recruitment Method

- By a structured interview (If the interview panel recommended, there will be a written test).

If you think you are the right fit for the job, please send your CV via registered post together with copies of certificates pertaining to academic/ professional qualifications, work experience and the names of two non-related referees to reach the undersigned on or before 15.09.2021.

Please mention the position you are applying for on the top left-hand corner of the envelope.

The Candidates who are in the service of Government Departments/ State Corporations/ Statutory Boards should submit their applications through their respective Heads of Department.

Chairperson  
Sri Lanka Tourism Development Authority  
80, Galle Road  
Colombo 03.