



**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
(MINISTRY OF LABOUR AND FOREIGN EMPLOYMENT)**



Sri Lanka Bureau of Foreign Employment (SLBFE), a statutory organization functioning under the Ministry of Labour and Foreign Employment wishes to recruit dynamic, pro-active, suitably qualified and experienced persons to fill the vacancies for the following posts.

HOME-BASED

01. Counsellor (Employment and Welfare)

Qualifications: A degree of a recognized University or equivalent with 15 years experience in General Administration/ Human Resources Management/ Conciliation/ Social Welfare Development Project/ Legal/ Enforcement/ Community work/ Marketing in Public sector/ Public Corporation/ Statutory Board or any other recognized establishment out of which 10 years should be have been in Senior Executive capacity.

Or

Degree of a recognized university and be an officer in managerial grade M-I (General Manager) with 05 years overall satisfactory service experience at executive capacity in SLBFE.

Or

Be an officer in a managerial grade M-II (Additional General Manger) with 07 years overall satisfactory service experience at executive capacity in the SLBFE.

Or

Be an officer in a managerial grade M-III (Deputy General Manager) with 10 years overall satisfactory service experience at executive capacity in the SLBFE.

Or

Be an officer in a managerial grade M-IV (Manager) with 15 years overall satisfactory service experience at executive capacity in the SLBFE.

Language Skill: Proficiency in Sinhala and English are essential. Knowledge of Tamil with the local language of the Country assigned is preferred. Computer knowledge would be an advantage and basic knowledge of Information Technology will also be an advantage.

Age Limit: 30 – 50 years. Upper age limit is not relevant to the SLBFE officer

Mode of Selection: By an Interview

Salary Scale: As per the provision of Foreign Ministry Circulars

General Conditions: The employment will be for two years on contract basis and extension will not be given.

02. 1st Secretary (Employment and Welfare)

Qualifications: A degree of a recognized University or equivalent with 12 years experience in General Administration/ Human Resources Management/ Conciliation/ Social Welfare Development Project/ Legal/ Enforcement/ Community work/ Marketing in Public sector/ Public Corporation/ Statutory Board or any other recognized establishment out of which 7 years should be have been in Senior Executive capacity.

Or

Degree of a recognized university and be an officer in managerial grade M-III (Deputy General Manager) with 02 years satisfactory service experience in SLBFE.

Or

Be an officer in a managerial grade M-IV (Manger) with 05 years satisfactory service experience in the SLBFE.

Or

Be an officer in a managerial grade M-V (Assistant Manager) with 07 years satisfactory service experience in the SLBFE.

Language Skill: Proficiency in Sinhala and English are essential. Knowledge of Tamil with the local language of the Country assigned is preferred. Computer knowledge would be an advantage and basic knowledge of Information Technology will also be an advantage.

Age Limit: 30 – 50 years. Upper age limit is not relevant to the SLBFE officer

Mode of Selection: By an Interview

Salary Scale: As per the provision of Foreign Ministry Circulars

General Conditions: The employment will be for two years on contract basis and extension will not be given.

03. 2nd Secretary (Employment and Welfare)

Qualifications: A degree of a recognized University or equivalent with 10 years experience in General Administration/ Human Resources Management/ Conciliation/ Social Welfare Development Project/ Legal/ Enforcement/ Community work/ Marketing in Public sector/ Public Corporation/ Statutory Board or any other recognized establishment out of which 05 years should be have been in Senior Executive capacity.

Or

Degree of a recognized university and be an officer in managerial grade M-V (Assistant Manager) with 05 years satisfactory service experience in SLBFE.

Or

Be an officer in a managerial grade M-VI (Junior Executive Officer) with 08 years satisfactory service experience in the SLBFE.

Language Skill: Proficiency in Sinhala and English are essential. Knowledge of Tamil with the local language of the Country assigned is preferred. Computer knowledge would be an advantage and basic knowledge of Information Technology will also be an advantage.

Age Limit: 30 – 50 years. Upper age limit is not relevant to the SLBFE officer

Mode of Selection: By an Interview

Salary Scale: As per the provision of Foreign Ministry Circulars

General Conditions: The employment will be for two years on contract basis and extension will not be given.

04. 3rd Secretary (Employment and Welfare)

- Qualifications:** A degree of a recognized University or equivalent with 07 years experience in General Administration/ Human Resources Management/ Conciliation/ Social Welfare Development Project/ Legal/ Enforcement/ Community work/ Marketing in Public sector/ Public Corporation/ Statutory Board or any other recognized establishment out of which 03 years should be have been in Senior Executive capacity.
- Or**
- Degree of a recognized university and be an officer in managerial grade M-V (Assistant Manager) with 03 years satisfactory service experience in SLBFE.
- Or**
- Be an officer in a managerial grade M-VI (Junior Executive Officer) with 05 years satisfactory service experience in SLBFE.
- Language Skill:** Proficiency in Sinhala and English are essential. Knowledge of Tamil with the local language of the country assigned is preferred. Computer knowledge would be an advantage and basic knowledge of Information Technology will also be an advantage.
- Age Limit:** 30 – 50 years. Upper age limit is not relevant to the SLBFE officer
- Mode of Selection:** By an Interview
- Salary Scale:** As per the provision of Foreign Ministry Circulars
- General Conditions:** The employment will be for two years on contract basis and extension will not be given.

LOCAL-BASED

01. Public Relation Officer/ Translator/Interpreter

- Qualifications:** A degree of a recognized University of equivalent with 05 years experience as Translator/ Interpreter in a recognized establishment with proficiency in Sinhala/Tamil, English and Arabic/ the local language of the country assigned.
Or
Be a confirmed officer of SLBFE with 05 years experience Translator/ Interpreter with proficiency in Sinhala/ Tamil, English and Arabic/ the local language of the country assigned
- Language Skill:** Proficiency in English and computer literacy are essential. Knowledge of local language of the country assigned will be an advantage and basic knowledge of Information Technology will also be an advantage.
- Age Limit:** 30 – 50 years. Upper age limit is not relevant to the SLBFE officer
- Mode of Selection:** By an examination and an interview
- Salary Scale:** As per the provision of Foreign Ministry Circulars
- General Conditions:** The employment will be for two years on contract basis and extension will not be given.

02. Clerk

- Qualifications:** G.C.E A/L in 03 subjects in one sitting with credit passes for Sinhala/ Tamil, and Arithmetic or Maths at the G.C.E.O/L with 05 years experience in Public sector/ Public Corporation / Statuary Board or any other a recognized establishment out of 03 years should have been at a senior level.
Or
Be a confirmed officer of SLBFE with 5 years experience in non managerial grade S – (IV) or S – (III) or S – (II) or S- (I) of SLBFE with satisfactory service record.
- Language Skill:** Proficiency in English and computer literacy are essential. Knowledge of local language of the country assigned will be an advantage and basic knowledge of Information Technology will also be an advantage.
- Age Limit:** 30 – 50 years. Upper age limit is not relevant to the SLBFE officer
- Mode of Selection:** By an examination and an interview
- Salary Scale:** As per the provision of Foreign Ministry Circulars
- General Conditions:** The employment will be for two years on contract basis and extension will not be given.

03. Safe House Keeper

Qualifications: G.C.E.O/L or NCGE in six subjects in one sitting with 04 credit passes including Arithmetic/ Maths and Sinhala/ Tamil with 05 years experience as a Matron/ Warden/ Social Worker in a recognized establishment.

Or

Confirmed employee who have passed at least 06 subjects at G.C.E. O/L under the SLBFE non managerial grade S – (V) or S – (VI) with three years experience.

Language Skill: Proficiency in Sinhala and knowledge of English/Tamil are preferred and local language of the relevant country well as leaderships/supervising quality/ knowledge of first aid are also preferred.

Age Limit: 30 – 50 years. Upper age limit is not relevant to the SLBFE officer

Mode of Selection: By an interview

Salary Scale: As per the provision of Foreign Ministry Circulars

General Conditions: The employment will be for two years on contract basis and extension will not be given.

04. Driver

Qualifications: G.C.E O/L in six subjects in one sitting with passes Sinhala/ Tamil. Holder of valid driving license and 05 years experience as a driver with good driving record/preferably Gulf License or valid license of country of assigned.

Or

Be confirmed drivers of SLBFE with 5 years satisfactory service in SLBFE and holder of valid driving license with good driving record.

Language Skill: Proficiency in Sinhala/Tamil, English and knowledge of local language of the relevant country are preferred.

Age Limit: 30 – 50 years. Upper age limit is not relevant to the SLBFE officer

Mode of Selection: By an interview

Salary Scale: As per the provision of Foreign Ministry Circulars

General Conditions: The employment will be for two years on contract basis and extension will not be given.

05. KKS

- Qualifications:** Study up to grade 08 and 05 years experience as a KKS.
Or
Be conformed KKS of SLBFE with 03 years satisfactory service in SLBFE.
- Language Skill:** Proficiency in Sinhala and Tamil
- Age Limit:** 30 – 45 years. Upper age limit is not relevant to the SLBFE officer
- Mode of Selection:** By an interview
- Salary Scale:** As per the provision of Foreign Ministry Circulars
- General Conditions:** The employment will be for two years on contract basis and extension will not be given.

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