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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை

SRI LANKA EXPORT DEVELOPMENT BOARD

Ministry of Investment Promotion



VACANCIES

The Sri Lanka Export Development Board invites applications from competent and highly motivated citizens of Sri Lanka with proven ability and professional skills to join the Board's service for the under-mentioned positions.

(1) POST OF 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 particularly at the managerial levels, administer the staff with regard logistical functions and transport matters of the EDB.

Qualifications & Experience : 1 or 2 below

1. A Bachelor's Degree in Human Resources Management / Public Administration / Public Management / Business Administration (specialized in HRM)/ Management (specialized in HRM)/ B.Com which is recognized by the University Grants Commission

WITH

A Postgraduate Degree (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 15 years experience at a "Managerial Level" in a Corporation, Statutory Board / Institution or a reputed private institution in the relevant field after obtaining the first degree.

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 in the relevant field.

(2) POST OF DIRECTOR - TRADE FACILITATION & TRADE INFORMATION (HM 1-1)

No. of Vacancies : 01

Job Description :

Responsible for providing an effective and efficient trade facilitation & trade information service including export packaging to exporters, potential exporters using electronic media, publications, seminars and other relevant exhibitions, shippers, foreign buyers and state agencies involved in foreign trade. Acquire, process analyze relevant information including export packaging, provide advisory services to exporters, establish and maintain trade related data base systems on Sri Lanka and overseas markets, liaise and coordinate with exporters and related organizations to resolve export related constraints/issues.

(3) POST OF DIRECTOR - INDUSTRIAL PRODUCTS (HM 1-1)

No. of Vacancies : 01

Job Description :

Responsible for improvement of the export performance of a selected group of industrial products through integrated programmes, which include product development and adaptation, supply development, technological transfer, quality improvements, packaging development to suit export market requirements, relevant R & D work and implement market promotion programmes.

Qualifications & Experience (02) & (03) : 1 or 2 below

1. A Bachelor's Degree in Marketing/ International Relations / Economics / Commerce / Science/ Agriculture/ Business Administration which is recognized by the University Grants Commission.

WITH

A Postgraduate Degree (Master's) 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 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution in the relevant field after obtaining the first degree.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years experience in the relevant field at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

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

No. of Vacancies : 01

Job Description :

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. Providing solutions required to meet current and future business goals of the organization. Maintain a conducive IT policy with align to e-government policy.

Qualifications & Experience : (1 or 2 below)

1. A Bachelor's Degree in Information & Communication Technology/Computer Science/Management Information System which is recognized by the University Grants Commission

WITH

A Postgraduate Degree (Master's) in the relevant field

AND

Minimum of 15 years relevant experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution after obtaining the first degree.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post.

AND

Minimum of 15 years relevant experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Salary Scale (HM 1-1) for the posts 01,02,03 & 04:

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):

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Qualifications applicable for 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
- EDB Medical Assistance Scheme.
- 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 8th floor of Export Development Board or from website, www.srilankabusiness.com (Under "announcements") should be sent to reach the Chairman / Chief Executive Officer before the closing date, NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02 under the registered post on or before **30.12.2023**. 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.

Applicants of those in Government service should submit their applications through the relevant Heads of the institutes. An additional copy of the application should be sent to the Chairman / Chief Executive Officer before the closing date of receiving applications.

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

**Chairman / Chief Executive Officer,
Sri Lanka Export Development Board,**

NDB-EDB Tower, No. 42, Nawam Mawatha, Colombo 02.

Tele : 011-2300700