



**MINISTRY OF TOURISM AND LANDS**  
**SRI LANKA CONVENTION BUREAU**

# VACANCIES

Sri Lanka Convention Bureau (SLCB), which functions under the Ministry of Tourism and Lands, is a statutory body entrusted to develop Meetings, Incentive Travel, Conferences and Exhibitions and Events, commonly called MICE Tourism. SLCB is calling for applications from suitable candidates for the following positions.

## POST OF ASSISTANT MANAGER (INTERNAL AUDIT)

### External Candidates (1 or 2 or 3 below)

01. A degree in Finance/Accountancy/Commerce/Finance Management which is recognized by University Grant Commission with minimum of one year post qualifying experience on Auditing in the Managerial Level.
02. Having passed the Intermediate Examination of a recognized professional Chartered Institute (ICASL/CIMA/ACCA or any other equivalent qualification of a relevant professional body) and a minimum of one year post qualifying experience in Managerial Level in Audit field in Public Service, a Corporation, Statutory Board/Institute or a reputed private institution.
03. Having obtained the Higher National Diploma in Accountancy and a minimum of one year post qualifying experience in Managerial Level in the Audit field in Public Service, a Corporation, Statutory Board/Institute or a reputed private institution.

### Internal Candidates

Having obtained the qualifications required by the external candidates above.

**Age:** Should be not less than 22 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

**Salary Scale** : Rs. 54,550/- 10 x 1,375 -15x 1,910/= - 96,950/= (MM 1-2)

**Initial Step** : Rs. 54,550/- +Cost of living allowance + other monthly allowances

## POST OF ASSISTANT MANAGER (CORPORATE, INCENTIVES & EVENTS)

### External Candidates

A Bachelor's degree in Marketing/Commerce/Event Management/Project Management/Tourism Management/Business Administration/Business Management from a recognized university by the U.G.C and a minimum of one year post qualifying Managerial level experience in handling corporate events, tourism events and incentives in a Public Service, a Corporation, Statutory Board/Institution or a reputed Mercantile Establishment.

A professional Postgraduate diploma in Chartered Institute of Marketing will be added advantage.

### Internal Candidates

Having obtained the qualifications required by the external candidates above.

**Age:** Should be not less than 22 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

**Salary Scale** : Rs. 54,550/- 10 x 1,375 -15x 1,910/= - 96,950/= (MM 1-2)

**Initial Step** : Rs. 54,550/- +Cost of living allowance + other monthly allowances

## POST OF MANAGEMENT ASSISTANT – NON -TECHNICAL

### External Candidates

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 Mathematics. And having passed three subjects (other than General Paper) at the G.C.E (A/L) examination in the Commerce stream.

### Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level – Semi Skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

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 Mathematics and having completed a minimum of five years satisfactory service in permanent post under the above employee category.

**Age:** Should be not less than 18 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

**Salary Scale** : Rs. 27,910/- 10 x 300 - 7 x 350 -12 x 600 -12 x 710 - 49,080 (MA 1-2)

**Initial Step** : Rs. 27,910/- +Cost of living allowance + other monthly allowances.

## POST OF DRIVER

### External Candidates

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two credit passes in maximum of two sittings and having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving.

### Internal Candidates

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving and completion of minimum of five (05) years satisfactory service in a post in the category of Primary Unskilled (PL1).

**Age:** Should be not less than 18 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

**Salary Scale** : Rs. 26,290/- 10 x 270 - 10x300 -10x330 -12x350 - 39,490 (PL 3)

**Initial Step** : Rs. 26,290/- +Cost of living allowance + other monthly allowances.

### Other

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well and serve in any part of the island
- Should be an excellent moral character

### Benefits

- Comprehensive and attractive Medical Insurance scheme covering the employee and family.
- Loan facility
- Telephone Allowance (for MM 1-2 grade)
- Professional Allowance (for MM 1-2 grade)

Interested candidates can send the self-prepared application form together with copies of certificates pertaining to academic/professional qualifications, work experience and the names of two non-related references to the undersigned **on or before 22<sup>nd</sup> January 2024** by registered post or email to **slcbmice@gmail.com**. Please mention the position you are applying on the top of the left-hand corner of the envelop.

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

**Chairman,**  
**Sri Lanka Convention Bureau,**  
4th Floor, Hotel School Building, No.78, Galle Road,  
Colombo 03.