



SRI LANKA FOUNDATION

Vacancies

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post on the Staff of The Sri Lanka Foundation.

MANAGEMENT ASSISTANT - Non-Technological (MA 1-1) – 04 Posts

External Candidates

Educational Qualifications

- a) Having passed the G. C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala/Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G .C.E. (A/L) examination

Internal Candidates

Employees of categories of Primary Level-Skilled, Primary level-Semiskilled and Primary level - unskilled who possess the following qualifications are eligible to apply.

Educational Qualifications

- c) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - i. Sinhala/Tamil
 - ii. English language
 - iii. Mathematics

Other

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Note : Any Period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual / temporary basis too should not be counted for this purpose.

Age: The candidate should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

MA 1-1 -2025 $46,220-10 \times 540-7 \times 630-4 \times 890-20 \times 1,190 = 83,390/-$

Job Description

- Attends to all clerical work assigned to him/her.
- Maintains a proper filing system and keeping the files up to date.
- Maintains a proper file registering and storage system permitting quick access.
- Keeps track of moving files.
- Keeps track of all financial transaction in standard accounting formats.
- Stands responsible for the security of files in his/her custody.
- Transfer to the record room or destroy closed files according to the instruction of the relevant officer.
- Maintains manuals, procedures, files and any relevant data/statistics and properly handover the files to the successor.
- Maintains correspondence of official e-mails.
- Handling telephone message and postal work.
- When required type letters or documents.
- Data entry and maintains data bases.

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post.
- Should be of excellent moral character.
- Computer literacy and sound knowledge would be an added advantage.
- Any application submitted without the required information will be rejected.
- The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.
- Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the Specimen application provided by the SLF.
- If applying for more than one post, a separate application should be submitted for each post.
- Applicants must have completed all the qualifications before the closing date of applications.
- The final decision in respect of recruitment shall rest solely with the SLF Management.

Applications below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach “ Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Colombo 07.” on or before 02nd February, 2026.

Chairman,
Sri Lanka foundation,
No.100, Sri Lanka Padanama Mawatha,
Independence Square,
Colombo 07.