



## VACANCIES

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

### Post of Assistant Manager - Procurement

#### External Candidates

A bachelor's degree in Procurement/ Supply Chain Management/ Business Administration/ Commerce or any other field relevant to the subject area of the post which is recognized by the U.G.C.

#### AND

A minimum of one year post qualifying experience in a Managerial level relevant field to the post, after obtaining the first degree.

#### Internal Candidates

Having obtained the qualifications required by the external candidates above.

**Age:** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates

#### Salary Code and the Monthly Salary Scale of the employee category:

w.e.f. 01.01.2025

**MM 1-2 - 2025: Rs (94,170 - 10\* 2,480 + 15\* 3,450 -170,720)**

(Government approved other allowances will be paid in addition to the above salary)

### Post of Junior Manager - HR, Board Affairs & Maintenance

#### External Candidates:

- Be a citizen of Sri Lanka.
- A Degree in Management/Business Administration/Business Management/HR Management/Public Management which is recognized by the U.G.C.
- Excellent Interpersonal, networking, communication skills.
- Fair knowledge & fluency of the English and Sinhala/Tamil.
- Ability to use common computer operating systems and packages and as relevant and required by the job Description

#### Internal Candidates (I or II below)

- I Having obtained the qualifications required by the external candidates above.
- II Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non-Technological' (MA1) Grade II, in the subject area relevant to the post.

**Age:** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

#### Salary Code and the Monthly Salary Scale of the employee category:

w.e.f. 01.01.2025

**JM 1-2 -2025: Rs (74,010 - 10\*1,360+18\*2040 -124,330)**

(Government approved other allowance will be paid in addition to the above salary.)

### Post of Driver

#### External Candidates:

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) 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 after obtaining the driving license.

#### 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 after obtaining the driving license.

#### AND

Completion of minimum five (05) years satisfactory service in a post in the category of primary unskilled (PL1).

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

#### Salary Code and the Monthly Salary Scale of the employee category:

w.e.f. 01.01.2025

**PL 3- 2025: Rs (43,280 - 10\*490+10\*540+10\*590+12\*630 -67,040)**

### Post of Office Aide

#### External Candidates:

Persons who have sat for the G.C.E. (O/L) Examination and passed six subjects with two credits in one sitting.

**Age:** Age should be not less than 18 years and not more than 45 years.

#### Salary Code and the Monthly Salary Scale of the employee category:

w.e.f. 01.01.2025

**PL 1-2025: Rs (40,500 - 10\*450+10\*490+7\*540+ 15\*590 - 62,530)**

#### Other: Every applicant,

- 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.

Interested Candidate can send the self-prepared application by post to Chairman, Sri Lanka Convention Bureau, 4<sup>th</sup> Floor, Hotel School Building, 78 Galle Road, Colombo 3 within 14 days from the date of this advertisement. Please mark the Position applied for on the top left-hand corner of the envelop.

Candidate who are in the service of Government Department/State Corporations/Statutory Boards should submit their applications through the respective heads of department.