



Ministry of Finance, Planning &  
Economic Development  
**National Insurance Trust  
Fund**



**VACANCY**

National Insurance Trust Fund Board (NITF) which comes under the purview of Ministry of Finance, Planning & Economic Development is a fully government owned entity responsible for implementation of schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 19 years.

NITF seeks to recruit dynamic and self motivated individual to be appointed for the following position.

**Manager – General Administration & Operations (HM 1-2)**

**External Candidates**

A Bachelor's Degree in Human Resources Management , Business Management, Public Administration, Public Management, Commerce or any other degree relevant to the subject area of the post which is recognized by the University Grants Commission of Sri Lanka

**with**

A Postgraduate Degree qualification (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 13 years experience at a "Managerial Level" in a Corporation, Statutory Board / Institution or a reputed private institution.

**Internal Candidates (1 or 2 below)**

1. Having obtained the qualifications required by the external candidates above
2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category Grade I (MM) in the subject area relevant to the post and should be completed 2nd Efficiency Bar Examination.

**Salary Scale:** HM 1-2 - 2025: Rs.[ 143,120 - 15 x 4,100 – 204,620 ]  
(Rs. 125,113.00 as at 01/01/2026 and Rs. 143,120.00 as at 01/01/2027 as per the DMS Circular 01/2025)

❖ **Having experience in Human Resources Management is an added advantage.**

**Other Benefits:**

- Transport Allowance (As per the PED Circular No: 01/2015 (i))
- Fuel Allowance (As per the PED Circular No: 01/2015 (ii))
- Professional Allowance (As per the DMS Circular No: 01/2025)
- Medical Insurance Cover

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

**Nature of Appointment**

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

**All applicants,**

- Should be 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.

**Applications**

- Application should be forwarded including Curriculum Vitae, names and addresses of two non related referees, with copies of Certificates of Educational Qualifications, Professional Qualifications and experience to prove the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post **should be marked** on left hand top corner of the envelope containing applications.
- All applications should be addressed to Chief Executive Officer, National Insurance Trust Fund Board, No. 95, Sir Chittampalam A. Gardiner Mawatha, Colombo 02 by registered post to reach on or before **11.03.2026**. Late applications will be rejected.



**Chief Executive Officer,  
National Insurance Trust Fund Board,  
No.95, Sir Chittampalam A. Gardiner Mawatha,  
Colombo 02.**