Sri Lanka Foreign Employment Agency (Pvt) Ltd.

1. Recruitment to the Post of Assistant Manager (Marketing):

Job Description:

Assistant Manager (Marketing) – Recruitment - 01
Assistant Manager (Marketing) – Air Ticket - 01

This Positions are responsible for promoting foreign employment opportunities for Sri Lankans and promotion air ticketing operations of the SLFEA.

The role involves negotiating with foreign agents, companies, and employers to secure job orders on favorable terms, liaising with Sri Lanka Missions overseas, implementing and expanding recruitment through MOUs and promotional activities, and finalizing essential documents such as Job Orders, Power of Attorney, and Agreements in consultation with the Chairman/GM.

The officer will also ensure that all commissions due on recruitment are accurately recorded in coordination with the Finance Division and promptly recovered from foreign agents and employers. In addition, the position entails planning and coordinating the procurement and issuance of air tickets in line with procurement guidelines, supervising the day-to-day operations of ticketing staff, and overseeing domestic and international ticket issuance, reissuance, refunds, and cancellations.

Assistant Manager/ Manager/Assistant Manager shall ensure the effective use of Global Distribution Systems (GDS) such as Amadeus, Galileo, or Sabre, maintain strong relationships with airlines and vendors, and ensure compliance with IATA/BSP/ARC guidelines to prevent Agency Debit Memo (ADM) issues, thereby contributing to business growth, operational efficiency, and international standards compliance.

1.1 Qualifications:

External Candidates:

A Bachelor's Degree in Marketing/ Business Administration/ Business Management/ Commerce or any other field relevant to the subject area of the post which is recognized by the University Grants Commission

AND

A minimum of one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree.

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.

2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

1.2 Age:

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

1.3 Other:

Every applicant,

i. Should be a citizen of Sri Lanka.
ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks
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		100 Marks
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Appointments will be made purely in the order of merit at the interview.

1.6 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 Confirmation:

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

1.8 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

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

MSD Circular No. 01/2025 dated on 25.03.2025

MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.