

Sri Lanka Foreign Employment Agency (Pvt) Ltd

1. Recruitment to the Post of Deputy General Manager:

Job Description:

The level of this position is a senior management position responsible to perform overall Administration, Finance functions, Business promotion functioning and Air Ticketing operations managing in the Institution with following and reporting to the General Manager. the Senior Manager will play a key role in supporting the executive team to ensure the efficient and effective function of the organization. this includes Market analyzing for the recruitment of Manpower and supplying to the global market, providing of Air tickets, Future Planning of the institute and functioning in the role of financial authorization. reporting to General Manager.

1.1 Qualifications:

(1 or 2 below)

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

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 Thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution, after obtaining the first degree.

2. Full (Fellow) Membership of a recognized professional Chartered Institution in the related field to the post

AND

Minimum of Thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

1.2 Age:

Age should be not less than 35 years and not more than 55 years.

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

		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 employee appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period.

1.8 Salary at Recruitment:

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

MSD Circular No. 01/2025 dated on 25.03.2025

HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140]

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.