

# Sri Lanka Foreign Employment Agency (Pvt) Ltd.

## 1. Recruitment to the Post of Management Assistant - NON-TECHNOLOGICAL : - 05 Vacancies

### Job Description:

- The level of this grade is to assist to the Management to implement the duties at the Division with supporting to organizations schedules.
- Filing the documents, maintaining Safe keeping and Support to Executive teams.
- Report on relevant statistic and Computation of the data in every day. Providing data/correct information/statistics and other details to the management.
- Safe keeping on confidential of the related files and documents on well - being of the institute.
- Preparation of payment check the credit period, supporting documents, relevant approvals according to Financial Authority, correct amount, correct name of payees, is the account payee.
- Collect the correct amount and issue the receipts, Deposit the daily collection to the company bank account on next immediate working day. Keep available daily collection in cash box and keep the cash box in safe till the cash is deposited to bank account.
- Safe keeping of all cheque books and counter files.
- Receipt according to the original bank slip check the computer printed amount, account number and name of the account printed in the original customer copy of the bank slip. Update receipts to system. Update and preparation of receipt details of customers.
- Welcoming the customers cordially, listening carefully and directing to relevant divisions according to their requirements.
- Providing correct information and proper guidelines to the service seeker. Transferring incoming calls to related division.

### 1.1 Qualifications:

#### 1 External Candidates:

#### Educational:

- 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.

#### **5.1.2 Internal Candidates:**

Employees of the categories of Primary Level-Skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

##### **Educational:**

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.

#### **1.2 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.

#### **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 III 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 1<sup>st</sup> Efficiency Bar Examination he / she will be confirmed in the post at the end of the period of probation. The internal candidates who are already confirmed in their qualifying categories 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

**MA 1-1-2025** Rs. [46,220 -10x540 -7x630 - 4x890 - 20x1,190 - 83,390]

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.