



# Industrial Development Board of Ceylon



(Ministry of Industry and Entrepreneurship Development)

## Vacancy

Industrial Development Board is a premier state sector organization set up by Act No. 36 of 1969, entrusted with the responsibility of encouraging, promoting and developing the Industrial Sector in Sri Lanka.

We are looking for experienced, result oriented and dynamic individuals who could accept the responsibilities mentioned below.

Applications are invited from Sri Lankan Citizens for the posts mentioned below.

### 1. Post of SYSTEM ADMINISTRATOR - MM 1-2 - (Contract Basis)

#### Job Description

1. Manage and monitor all installed systems and infrastructure to ensure optimal performance.
2. Perform regular system updates. Patches and security configuration.
3. Apply necessary security patches.
4. Support staff with login, access and software issues.
5. Manage resource utilization and access rights to maintain compliance.
6. Maintain up to date documentation of systems, configurations, licenses and maintenance records.
7. Prepare regular reports on system performance, incidents and IT asset status.

#### Educational / Professional Qualifications

1. Bachelor's Degree in Computer Science from University recognized by the U.G.C with minimum 03 years post qualifying experience in the relevant field.

**Salary** : Negotiable

**Age Limit** : Should be not less than 22 years and not more than 45 years.

### 2. Post of CONSULTANT - MARKETING (Assignment Basis)

We are seeking a highly experienced and result-oriented **Marketing Consultant** on an assignment basis to lead and execute strategic marketing initiatives. The ideal candidate should possess strong analytical capability, extensive industry exposure, and the ability to drive corporate marketing objectives effectively.

#### Key Responsibilities & Competencies

1. Develop, plan, and execute comprehensive corporate marketing strategies with optimal resource utilization.
2. Liaise and maintain strong relationships with mainstream media and digital media platforms.
3. Provide strategic marketing direction aligned with organizational goals.
4. Apply data-driven decision-making methodologies to optimize marketing performance.
5. Ensure effective cross-functional collaboration with internal stakeholders

#### Educational / Professional Qualifications

1. BSc and MBA with a minimum of 10 years' experience in a similar capacity.
2. Full professional qualification from Sri Lanka Institute of Marketing (SLIM) or Chartered Institute of Marketing (CIM).

#### Other Requirements

1. Excellent communication skills (written and verbal).
2. Public speaking capability will be an added advantage.
3. Strong presentation and stakeholder engagement skills.

**Salary** : Negotiable

**Age Limit** : 40 - 60 years

### 3. Post of CONSULTANT - FOOD MICROBIOLOGY LABORATORY (Assignment Basis)

#### Expected Duties

1. Serve as the Authorized Signatory for test reports issued by the IDB Food Microbiology Laboratory on general microbiology (Risk Group 1) and Risk Group 2 pathogens
2. Assuring the accuracy of test result
3. Training of staff on test parameters
4. Supervision of analysts to ensure the test accuracy & timely delivery of test reports
5. Assisting Laboratory Management in handling, coordinating, and assigning laboratory work to laboratory staff
6. Meeting monthly testing targets and individual performance goals set for analysts
7. Provide support for internal quality assurance as per ISO/ IEC 17025:2017
8. Assist in the expansion of the laboratory's testing capabilities and ensure compliance with the requirements for SLAB accreditation

#### Terms & Conditions

1. All together (all inclusive) One Hundred Twenty-Five Thousand Rupees (Rs. 125,000) will be paid each month.

#### Qualifications

1. Graduate in Science with Microbiology as one of the subjects or a Graduate in Biological Science with post graduate in Microbiology or product related field (As per SLAB document TL-GL(P)-02: Specific Criteria for Testing Laboratories for Authorized Signatory)
2. A minimum of 03 years of experience in Microbiology, preferably in a Food Microbiology Laboratory
3. Training specifically related to Microbiology for the tests that will be authorized.

**Age Limit** : Should be 40 - 60 years

#### General Conditions

1. Candidate who is selected to the post will be entitled to EPF contribution which will be 10 % by the employee and 12 % by the Board. In addition, ETF contribution by the Board will be 3 %. (Only for Contract Employees)
2. Applications must be submitted with the copies of Birth, Educational, Professional, Experience and other relevant certificates. Application with your bio data and details of two non-related referees should be sent by registered post addressed to **Chairman, Industrial Development Board of Ceylon, 615, Galle Road, Katubedda, Moratuwa** to receive on or before **16.03.2026**. The post applying for should be mentioned **on the top left-hand corner** of the envelope.
3. Applications from candidates in the Government Departments /Corporations and Statutory Boards should be forwarded through their respective Heads of Institutions.
4. Applications not complying with all the requirements mentioned above will be rejected.
5. Above conditions will be applicable for 2 years on renewable basis evaluating performance.
6. Any form of canvassing will be considered as a disqualification.
7. **For the Sinhala & Tamil versions of this notice, please visit the website [www.idb.gov.lk](http://www.idb.gov.lk).**

**Address** : **Chairman**  
**Industrial Development Board of Ceylon**  
**615, Galle Road,**  
**Katubedda, Moratuwa.**