Ministry of Industry and Entrepreneurship Development

National Enterprise Development Authority (NEDA)

Career Opportunities on Contract Basis (One Year)

Applications are invited from qualified Sri Lankan citizens for the following vacancy

Administrative Officer (AO) -01

Job Description

1. Responsible for all aspects of personal management functions, including recruitment, placement, performance appraisal, compensation packages and benefits, administration, employee welfare, personal information system and compliance/ disciplinary procedures and procurement
2. Identify and forecast manpower needs and preparation of cadre recruitments
3. Perform administrative duties of the departments, including attendance, leave, stationary, allowances, over time, medical claims, transport
4. Handle Staff Training Matters
5. Deal with relevant organizations on Administrative/ HR Matters of the organization
6. Maintain a customer friendly environment
7. Maintain harassment tree environment within the organization
8. Any other work assigned by the Management from time to time

Qualifications & Experience:

External Candidates (1 or 2 below)

1. Should have a bachelor's degree in HR Management / Commerce / Business Administration / which is recognized by the U.G.C . and minimum one (01) year post qualifying experience in the relevant field to the post.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and minimum one (01) year post qualifying experience in the relevant field to the post.

Internal candidates (1 0r 2 below)

1. Having obtained one of the above qualifications required by the external candidates.

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2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant-Non-Technological (MA 1-1) Grade II, in the subject are relevant to the post.

Salary Scale would be:

Designation	Salary Scale - as per the sub schedule I of Management Service Circular No 01/2025
AO	JM 1-1-2025, [Rs. 72,650/-] + Government approved allowances will be paid

Age: Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

- **The working place is Colombo Head Office**.
- **Communication in English will be advantaged**

Selection Criteria: Recruitment will be done after a structured interview conducted by a panel appointed by NEDA. Short listed applicants based on the higher qualifications and experience will be called for an interview and selection will be on performance at the interview.

Terms and Conditions of Service:
All recruitments to this category should be strictly in compliance with the provision of Scheme of Recruitment of NEDA.

Application Procedure:

The duly completed specimen application form, together with copies of all educational and experience certificates, must be forwarded to the address below on or before **26th November 2026 at 2.30p.m.** Applications received after the closing date will not be accepted. The post applied for should be clearly indicated on the top left-hand corner of the envelope.

Applicants currently employed in Government Institutions, State Corporations, or Statutory Boards should submit their applications through the respective Heads of Institutions, with his/her recommendation.

Chairman/ Director General
National Enterprise Development Authority
No. 561/3, Elvitigala Mawatha,
Colombo 05.
07/09/2026

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