

Ministry of Finance, Economic Stabilization & National Policies
Welfare Benefits Board

Vacancies

Post : Help Desk Operator

No of Vacancies : 03

Nature of Appointment : Recruited for one year on contract basis. Eligible for Employees' Provident Fund and Employees' Provident Fund.

Salary : Rs. 45000.00 with all allowances

Age : Above 18 and Below 45

Qualifications :

- Education

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

- Sinhala / Tamil
- English language (if necessary to the post)
- Mathematics

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

- Other required qualifications specific to the post

Having completed a course not less than 03 months in the subject area relevant to the role of the post

Other Qualifications :

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.

Job Description :

- ❖ To inquire about the needs of the visitors, public and government officials coming to the Welfare Benefits Board and carry out the necessary coordination activities.
- ❖ Performing efficient service by giving clear and accurate answers to inquiries made verbally by telephone or by e-mail regarding the Welfare Benefits Board and the programs implemented by it.

- ❖ Proper handling and maintenance of the telephone board installed in the reception and maintaining up-to-date telephone directories
- ❖ Other duties as may be assigned by the Commissioner of the Welfare Benefits Board or an officer authorized by him depending on the post.

Recruitment to Help Desk Operator :

Applicants who meet the basic qualifications will undergo a structured interview and will be recruited in the order of marks obtained.

Application form can be downloaded from following web sites :

<https://www.treasury.gov.lk/web/ministry-of-finance-vacancies/section/current%20vacancies>
<https://www.wbb.gov.lk/web/si/jobs>

The application in the given format should be sent under registered post or can be delivered on or before 2023.11.22 to the **Commissioner, Welfare Benefits Board, 1st floor, New Building, Ministry of Finance, Economic Stabilization and National Policies, Colombo 01** or can be handed over to the above mentioned address and also can be sent to wbb.commissioner.vacancy@gmail.com Late applications, incomplete or applications received after closing date will be rejected.

Post applied should be written in the left hand corner of envelop and should be mentioned the post applied for under the subject when sending application by email. Commissioner of Welfare Benefits Board will reserve all rights of this advertisement with respect to cancelation of the advertisement, modification, alteration or shortlisting candidates.

Commissioner

Welfare Benefits Board

1st Floor, New Building

Ministry of Finance, Economic Stabilization & National Policies

Colombo 01

