



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF INVESTMENT PROMOTION

VACANCIES

The Sri Lanka Export Development Board invites applications from competent and highly motivated citizens of Sri Lanka with proven ability and professional skills to join the Board's service for the undermentioned positions.

(1) POST OF DIRECTOR GENERAL (HM 2-2)

Qualifications :

(a) For External Applicants (1 or 2 below)

1. A Bachelor's Degree in Marketing / International Relations / Commerce / Science / Agriculture / Business Administration which is recognized by the University Grants Commission

WITH

A Postgraduate Degree qualification (Master's) in the relevant field

AND

Minimum of 20 years experience at a "Managerial Level" after obtaining the first degree out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Statutory Board/Institution or a reputed private institution.

2. A Bachelor's Degree in Marketing / International Relations / Economics / Commerce / Science / Agriculture / Business Administration which is recognized by the University Grants Commission

AND

PhD Degree in any relevant Field

AND

At least five (05) years experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.

(b) For Internal Applicants :

A Minimum of two (02) years satisfactory service in a post in the Senior Manager Category (HM 2-1) in the Board.

AND

A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

(c) For Officers of Public Service :

Since officers in Class One or above in Sri Lanka Administrative Service could be appointed on secondary basis to perform the powers, duties and work of Sri Lanka Export Development Board they could apply

Salary Scale (HM 2-2) : Rs. 93,020/- - 12 x 2,700/- = Rs. 125,420/- (monthly) and government approved allowances.

(2) POST OF ADDITIONAL DIRECTOR GENERAL - DEVELOPMENT (HM 2-1)

Job Description :

Responsible for the execution of powers, functions / duties related to development matters, operational and technical matters entrusted by the Chairman & Chief Executive. The Officer is required to provide necessary guidance to formulate, implement and evaluate market development programmes.

Qualifications :

(a) For External Applicants (1 or 2 or 3 below)

1. A Bachelor's Degree in Science / Agriculture / Business Administration / Economics or any other relevant field which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Master's) 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 20 years experience at a "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation / Statutory Board / Institution or a reputed private institution.

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

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation / Statutory Board / Institution or a reputed private institution.

3. A Bachelor's degree in Science/ Agriculture / Business Administration / Economics or any other relevant field which is recognized by the UGC.

AND

PhD Degree in any relevant field.

AND

At least 05 years experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

(b) For Internal Applicants:

A Minimum of five (5) years satisfactory service in a post in the Senior Manager Category (HM1-1) in the subject area relevant to the post.

AND

A Proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Salary Scale (HM 2-1) : Rs. 91,645/- 12 x 2,700/- = Rs. 124,045/= (monthly) and government approved allowances.

Age (1) and (2) : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Method of Selection (1) and (2) : by a structured interview

Other Qualifications applicable for the above posts :

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.

Other Benefits :

- An assigned vehicle as per PE Circular No. PED 1/2015(i) dated 27.10.2016
- EDB Medical Assistance Scheme.
- EPF - Employee - 10% ; Board - 15% & ETF - Board 3%.

How to apply :

If you have fulfilled the above qualifications, an application obtained from the Human Resources Management Division located in the 8th Floor of Export Development Board or from website : www.srilankabusiness.com (Under "announcements") should be sent to reach the **Chairman / Chief Executive Officer, Sri Lanka Export Development Board, NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02** under the registered post on or before **17.01.2024**. Copies of relevant certificates should be attached to the duly perfected applications in EDB format.

The top left hand corner of the envelope containing applications should be marked the post applied.

Applications received after the closing date, without copies of relevant certificates and the incomplete applications will be rejected.

Applicants of those in Government service should be submitted their applications through the relevant Heads of the institute. An additional copy of the application should be sent to the Chairman / Chief Executive Officer before the closing date of receiving applications.

The authority of filling or not filling the vacancies is vested with the Secretary, Ministry of Investment Promotion as per the DMS Circular No. 2/2020 of 26.10.2020.

**Chairman / Chief Executive Officer,
Sri Lanka Export Development Board,
NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02.**

Tele : 011-2300700