

# VACANCIES

The Sri Lanka Handicrafts Board - Laksala is the self-financed Government Commercial Organization which is making opportunities for rural craftsmen and entrepreneurs to bring forth innovative products strengthening in the rural economy.

## 1. Chief Internal Auditor

**The Ideal Candidate should be;**

**External Candidates :- (1 or 2 below)**

1. A Bachelor's Degree in Finance Management, Accountancy, Commerce, Accountancy & Business Finance, Business Administration which is recognized by the U.G.C

**WITH**

Master's Degree in Public Financial Management/Accountancy /Finance or Associate membership of the Institute of Chartered Accountants of Sri Lanka (ICASL) or Chartered Institute of Management Accountants (CIMA) / Association of Chartered Certified Accountants (ACCA)

**AND**

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

**Internal Candidates (1 or 2 below)**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post

## 2. Showroom Manager

**The Ideal Candidate should be;**

**External Candidates :- (1 or 2 below)**

1. A Degree in a Marketing, Commerce or Business Management which is recognized by the U.G.C.
2. Having passed the Intermediate Examination of a recognized Professional Chartered Institute in the Marketing field.

**Internal Candidates :- (1 or 2 or 3 below)**

1. Having obtained the educational qualifications required by the external candidates above.
2. Completion of minimum three (03) years satisfactory service in a post of the 'Junior Manager' Category (JM 1.1), in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant' Grade II, in the subject area relevant to the post.

## 3. Assistant / Deputy Showroom Manager

**The Ideal Candidate should be;**

**External Candidates :-**

1. A Degree in Marketing, Business Management, Business Administration, Commerce which is recognized by the U.G.C.

**Internal Candidates :- (1 or 2 below)**

1. Having obtained the educational qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of 'Management Assistant' Grade II, in the subject area relevant to the post.

## 4. Sales Promotion Officer

**External Candidates**

**Educational:**

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

**AND**

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

**Internal Candidates**

Employees of the categories of Primary Level skilled, Primary Level Unskilled who possess the following qualifications and completed 05 years satisfactory service are eligible to apply.

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

**Nature of appointment** - Contract with entitlement to Employees Provident Fund and Employees Trust Fund.

**Salary** - is negotiable

**Other Entitlements** - Cost of Living Allowance / Transport Allowance / Incentive

**Age**

**Chief Internal Auditor**

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.

**Showroom Manager**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

**Assistant / Deputy Showroom Manager & Sales Promotion Officer**

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

**Every Applicant should be**

- A citizen of Sri Lanka.
- Physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Excellent moral character.

*For the posts 2, 3, & 4 above, will preference should be given to applicants who are in Ella, Badulla & Galle.*

Applications with detailed curriculum vitae and contact details of two non-related referees to be forwarded to the [hr@laksala.gov.lk](mailto:hr@laksala.gov.lk) stating the post in the subject line and application mailed to the address below should indicate the post applied for on the top left hand corner of the envelope and should be forwarded to reach within 10 days of this advertisement. Only short-listed candidates will be notified.

**HR & Administration Division**

**Sri Lanka Handicrafts Board - Laksala**

**No.215, Bauddhaloka Mw,**

**Colombo 07.**