



**SRI LANKA EXPORT DEVELOPMENT BOARD**

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



**MINISTRY OF INVESTMENT PROMOTION**

## VACANCY

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 position.

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

#### Job Description:

- Responsible for the execution of powers, functions or duties related to administration finance & operational matters entrusted by the Chairman & Chief Executive from time to time in writing as and when required.
- He/She is required to represent the Board at Senior Management level in inter ministerial programmes related to the delegated functions.
- He/She is required to provide the necessary guidance to all Divisions/ Units in relate to administrative, finance & operational functions.
- Responsible for the overall administrative, financial & operational functions of the organization as delegated by the Chairman & Chief Executive.
- Responsible for the day to day management of the organization including improvement of short term, medium term and long term programmes.
- In addition, the Director General shall be the Secretary to the Board.

#### Qualifications :

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

1. A Bachelor's Degree in Marketing / International Relations / Economics / 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.

**Age :** 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 :** 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.
- Encashment of unutilized Medical Leave / Annual Bonus as per government circulars.
- Housing Loan Scheme and Distress Loan at concessionary rates of interest
- 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](http://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 registered post on or before **18.03.2024**. 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 submitted their applications through the relevant Heads of the institutes. 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**