



# GROW UNDER A SECURE WING



**The Local brand of Global Hospitality Education**

**Sri Lanka Institute of Tourism and Hotel Management**

## 01. Director Finance - (HM 1-1 Category)

**Is open for a dynamic individual who can**

- Implement the Institution's financial policies and procedures efficiently and effectively.
- Manage cash flow and supervise credit, general accounting, cashier, income audit, costing and Samudra Hotel accounts.
- Be responsible for finance forecasting & analysis.
- Execute management functions, specifically assigned to the post by the Board of Directors to support the role of the CEO.

**The Candidate Profile**

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

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

WITH

A Postgraduate Degree qualification (Masters') in Finance/ Accountancy/ Commerce/ Finance Management/ Business Management/ Business Administration or Associate Membership of a recognized professional Chartered Institute (ICASL, CIMA, ACCA) or any other equivalent qualification of a relevant professional body.

AND

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

2. Full Membership of a recognized professional Chartered Institution (ICASL, CIMA, ACCA) or any other equivalent qualification of a relevant professional body.

AND

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

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

01. Having obtained the qualifications required by the external candidates above.
02. Completion of minimum five (05) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post.

**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.

**What is in it for you**

**Salary Scale : HM 1-1 - 2016 Rs. [80,295 - 15 x 2,270 - 114,345]**

**Initial Step : Rs. 80,295/-** + Cost of Living Allowance + Relevant Monthly Allowances Bonuses and incentives, based on performance.

A monthly professional allowance, Vehicle/ Fuel allowance will be provided according to the government rules & regulations

## 02. Assistant Director Maintenance - (MM 1-2 Category) Colombo

**Is open for a dynamic individual who can**

- Be responsible for all constructions and maintenance works of SLITHM and Samudra Hotel.
- Assist for smooth functioning of all the services including the supply of Electricity, Water, Telephone, TV and other office and other equipment.
- Be responsible for smooth operation in all other services including AC, Waste Water and drainage system and proper disposal of garbage etc.

**The Candidate Profile :**

**External Candidates**

A degree in Engineering (Civil, Electrical field) which is recognized by the U.G.C.

AND

Minimum of 01 year post qualifying experience in Managerial Level in Public Service, a Corporation, Statutory Board/Institution or a reputed Private Institution in Civil Engineering or Electrical Engineering field.

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

01. Having obtained the qualifications required by the external candidates above.
02. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager Category, in the subject area relevant to the post.

**Age**

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

**What is in it for you**

**Salary Scale : MM 1-1 - 2016 Rs. [54,550 - 10 x 1,375 - 15x1,910 - 96,950]**

**Initial Step : Rs. 54,550/-** + Cost of Living Allowance + Relevant Monthly Allowances, Bonuses and incentives, based on performance.

## 03. Management Assistant - Non - Technical (MA 2-1 Category)

**05 Vacancies (Colombo and Kurunegala)**

**Is open for dynamic individuals who can**

- Be responsible for all correspondence of the respective division.
- Be responsible for proper maintenance of the subject matters and relevant documentation.
- Be responsible for proper maintenance of past records.
- Engage in all Administration regulations and financial regulations both whenever required.
- Operate office equipment. (Fax, Scanner, Photocopy Machine etc.)

**The Candidate Profile**

**External Candidates**

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
- 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 - Semi-skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

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

- Sinhala/Tamil
- English language
- Mathematics

**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.

**What is in it for you**

**Salary Scale : MA 1-2 - 2016 Rs. [27,910 - 10x300 - 7x350 - 12x600 - 12 x710 - 49,080]**

**Initial Step : Rs.27,910/-** + Cost of Living Allowance + Relevant Monthly Allowances, Bonuses and incentives, based on performance

**Other information**

1. Contribution for EPF & ETF
  - a. EPF - Employee will contribute 10% of the consolidated salary and the employer will contribute 15%
  - b. ETF - Employee will contribute 3% of the salary.
2. An attractive medical insurance coverage for the employee and his / her family.
3. A transport allowance will be paid.
4. Preference will be given to candidates;
  - who will be able to travel to the work place within an hour.
  - have high computer literacy.
  - have bilingual ability (Sinhala/ English).

**Every applicant should be,**

- a. A citizen of Sri Lanka.
- b. Physically and mentally fit to discharge the duties of the post.
- c. Willing to serve in any part of the country.
- d. With excellent moral character.

**How to apply**

Please send your Curriculum Vitae giving full particulars together with copies of all certificates pertaining to academic qualifications, work experience etc. and the names of two non-related referees under registered cover indicating the post on the top left-hand corner of the envelope to the undersigned on or before **26.04.2024**.

**Note -** Any form of canvassing will be considered a disqualification. Incomplete, illegible applications which are not in conformity with the above requirements and applications received after the closing date will be rejected.

**Join us in Shaping the Future of Hospitality Education!**

**Director General  
Sri Lanka Institute of Tourism & Hotel Management  
No.78, Galle Road, Colombo 03.**

**General Inquiry : 011- 2208300 - Ext 372 / 303**

**For more details : www.slithm.edu.lk**