



Sri Lanka

YOU'LL COME BACK FOR MORE

Ministry of Foreign Affairs, Foreign
Employment & Tourism

SRILANKA TOURISM PROMOTION BUREAU

VACANCIES

Management Assistant (Contract Basis)

The Sri Lanka Tourism Promotion Bureau (SLTPB), dedicated to promoting Sri Lanka as a vibrant island offering diverse experiences, invites applications from qualified Sri Lankan citizens with excellent communication skills, a good personality, and strong customer service abilities for the position of Management Assistant (Contract Basis).

Selected candidates will be attached to Tourist Information Centers (Katunayaka International Airport, Colombo etc.) of Sri Lanka Tourism Promotion Bureau.

Management Assistants (on 01 year Contract for Tourist Information Centres)

Basic Educational Qualifications

Should pass the G.C.E. (O/L) examination in six (06) subjects in one sitting with Credit passes for four (04) subjects including, Sinhala/ Tamil, English Language, and Mathematics,
and

Should pass three (03) subjects at the G.C.E. (A/L) examination (other than the General Paper and/or the General English Paper).

Age Limit

Should be not less than 18 years and not more than 45 years.

General Requirement

- Excellent command of the English language. (Specially in the spoken form is a must)
- Fluency in foreign languages
- Exposure in a similar area.

Monthly Salary Scale

Rs. 40,403.00 + Cost of living

Additional Benefits

EPF contribution - 15% of salary. ETF contribution - 03% to of basic salary.

Application Procedure

Applications should include a curriculum vitae with names of two non-related referees Copies of birth certificate, National Identity card, Education Certificates and Service Certificates. Should be included with application.

Applications should be sent only under registered post with the post applied for written on the top left hand corner of the envelop to reach the undesigned by **on or before 14.07.2025.**

**Chairman,
Lake House Building,
Sri Lanka Tourism Promotion Bureau- Basement 01,
No.35, D.R.Wijewardhana Mawatha,
Colombo 10.**

Incomplete applications received after the deadline will be rejected. Any complaints on applications being lost or delayed in post shall not be considered.

Any form of canvassing shall lead to application being disqualified.

Only shortlisted candidates shall be called for interviews.

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