



# Sri Lanka Foreign Employment Agency (Pvt) Ltd.



## VACANCY ANNOUNCEMENT

Sri Lanka Foreign Employment Agency (Pvt) Ltd is a fully state-owned subsidiary company of Sri Lanka Bureau of Foreign Employment and it comes under the purview of Ministry of Foreign Affairs, Foreign Employment and Tourism.

Sri Lanka Foreign Employment Agency (Pvt) Ltd invites applications from dynamic, proactive, suitably qualified, and experienced candidates to fill the following vacancies. Experience in overseas job recruitment and air ticket operations will be an added advantage.

### List of Vacancies

S.No.	Post	No. of Vacancies	Salary Scale	Age Limit	Qualifications
01	General Manager	01	HM 1-3 - 2025 , Rs. (152,500 - 15x 4,100- 214,000.00)	Should be not less than 35 years and not more than 55 years.	Required qualifications and scope of work for each position can be downloaded from <a href="http://www.slfea.lk">www.slfea.lk</a>
02	Deputy General Manager	01	HM 1-1 - 2025 Rs. (140,640- 15 x 4,100 - 202,140.00)		
03	Assistant Manager Administration	01	MM 1 - 1 - 2025 Rs. (91,690.00 - 10 x 2,480 - 15 x 3,450 - 168,240.00)	Should be not less than 22 years and not more than 45 years	
04	Assistant Manager Marketing	02			
05	Marketing Officer	01	JM 1-1 - 2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 - 122,970.00]	Should be not less than 18 years and not more than 45 years	
06	Confidential Secretary to the Chairman	01	MA 1-1 - 2025 Rs. (46,220 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190 - 83,390.00)		
07	Management Assistant	05			

### Salary:

According to the provisions of Management Services Circular No. 01/2025, entitlement to the above salary scale shall be effective from the date of appointment, and in line with the salary increments implemented in three phases, the salary applicable to the post for the relevant year of appointment, together with other government approved allowances, shall be paid.

### Method of the Selection

Shortlisted applicants based on the highest qualifications and experience in the field, will be called for an interview and selection will be based on the performance at the interview.

### Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

### Method of Recruitment:

Candidates who fulfill the qualifications specified in this notice and secure the highest aggregate marks at an interview for evaluating the eligibility conducted by the Interview Board appointed by the appointing authority will be selected for recruitment to the relevant posts. The interview to evaluate eligibility will be held in conformity with the marking scheme as per the SOR (Scheme of Recruitment) approved by the Department of Management Services. The effective date of appointment will be determined by the Board of Directors of SLFEA.

### General Requirements and Information

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well.
- The post applied for should be mentioned on the top left-hand corner of the envelope.
- The application form can be downloaded from the SLFEA web site ([www.slfea.lk](http://www.slfea.lk)).
- Qualifications for each post can be downloaded from the SLFEA web site ([www.slfea.lk](http://www.slfea.lk)).
- If selected, the candidate is responsible to assume duties at the date specified by SLFEA.
- The Sri Lanka Foreign Employment Agency (Pvt) Ltd reserves the right to fill or leave vacant the above posts.
- The age limit will be considered as at the closing date of applications.

Interested candidates may submit their applications (Application of SLFEA), together with copies of all educational and professional qualifications and experience under registered post to the following address on or before 26<sup>th</sup> March 2026. Applications received after the closing date will be rejected.

**Chairman,**

**Sri Lanka Foreign Employment Agency (Pvt) Ltd,  
No. 12, Narahenpita Road, Nawala.**

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