



SRI LANKA FOUNDATION

The Sri Lanka Foundation is looking for capable, committed and experienced individuals with the required qualifications and experience to fill the vacancies below.

Business Promotion Manager - (MM 1-1)

Qualifications

External Candidates (1 or 2 below)

1. A Special Degree in Management or Business Management or any other Bachelor's Degree relevant to the subject area of the post which is recognized by the U.G.C. and a minimum 01 year post qualifying experience in the relevant field to the post.

OR

2. Having passed the Intermediate Examination of a recognized Professional Chartered Institute, of which the subject area is relevant to the post and a minimum 01 year of post-qualifying experience in the relevant field to the post.

Internal Candidates (1or 2 below)

1. Having obtained the qualifications required by the external candidates above.

OR

2. Completion of minimum five (05) years satisfactory service in a post in the junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale: Rs. (53,175-10x1,375-15x1,910-Rs.95,575/-)

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.

Account Officer - (JM 1-2)

Qualifications

External Candidates (1 or 2 below)

1. Bachelor's degree in Accounts / Commerce/ Management recognized by the U.G.C.

OR

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject are is relevant to the post.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

OR

2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant – Non Technological category (MA 1-1) Grade II in the subject area relevant to the post.

Salary Scale: (Rs. 43,355-10x755-18x1, 135-Rs.71, 335/-)

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.

Supplies Officer - (JM 1-2)

Qualifications:

External Candidates (1 or 2 below)

1. Bachelor's degree in Accounts / Commerce/ Management recognized by the U.G.C.
OR
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject are is relevant to the post.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
OR
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant – Non Technological category (MA 1-1) Grade II in the subject area relevant to the post.

Salary Scale : (Rs. 43,355-10x755-18x1,135-Rs.71,335/-)

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.

Management Assistant – Non Technological Category (MA 1-1)

Qualifications:

External Candidates

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for subjects including
 - i. Sinhala/Tamil
 - ii. English language
 - iii. Mathematics
- b) 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- Semiskilled and Primary Level- Unskilled who possess the following qualifications are eligible to apply.

Educational:

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

- iv. Sinhala/Tamil
- v. English language
- vi. Maths

Other :

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Note: -

Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose..

Salary Scale : Rs.(27,910-10x300-7x350-4x495-20x660-48,540)

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

Helper (Maintenance/Kitchen/Gardner/ Cleaner/ Waiter/Hall

Qualifications :

External Candidates :

Persons who have sat for the G.C.E.(O/L) Examination

Salary Scale : Rs.(24,750-10x250-10x270-7X300-15X330-37,000)

Age : should be not less than 18 years and not more than 45 years.

Other

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

If the job description of the above position fits you send your application with addresses and contact telephone numbers of two non-related referees, under registered cover indicating the post on the left hand corner of the envelope, to reach the Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo-07 on or before 15th August 2023.

**Chairman
Sri Lanka Foundation
04th August 2023**