



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF TRADE

- VACANCIES -

The Sri Lanka Export Development Board (EDB), the apex government trade organization plays a key role in the promotion of exports of the country. Strategies and programmes are already in place to facilitate and guide the private sector to increase their export portfolios thus bringing more exchange earnings to the country. In order to achieve such growth in exports EDB invites dynamic, highly competent, self-motivated professionals with excellent leadership skills to join the Management Team.

(1) DIRECTOR – INFORMATION TECHNOLOGY (HM 1-1)

It is necessary to lead the team of IT staff in the new digital marketing, determine business requirements for IT systems, design and implement IT infrastructure & systems, disaster recovery plans and necessary security measures to ensure smooth delivery and operation of IT services both to the organization and external stakeholders.

The Director is responsible for providing IT Services to the organization, maintaining a trade portal, updating EDB Website, provisions of e-communication, e-promotion etc., strategic planning and decision making for the development and implementation of information technology infrastructure. Providing solutions required to meet current and future business goals of the organization. Maintain a conducive IT policy with align to e-government policy in respect of computer hardware software, usage, access and procurements. IT resource planning, budgeting, operational initiative and monitor performance and results and overall administration of the Division.

Qualifications:

A Degree preferably in IT, Computer Science or related field which is recognized by the University Grants Commission and a postgraduate qualification (Masters') in the relevant field with minimum of fifteen (15) years post qualifying experience (after the 1st Degree) in Managerial Level in a Government Department/Corporation/Board or a reputed private sector Institution.

(2) DIRECTOR-EXPORT SERVICES (HM 1-1)

Export of Services is a highly potential and challenging area to boost the country's exports and foreign exchange earnings. New sectors such as Marine & Offshore Engineering, Education, Wellness Tourism and converging of Electronic with ICT / BPM are emerging in this sector generating many opportunities to the country.

The Director is responsible for improvement of the export performance of a selected group of professional services including ICT/BPO related services, through integrated programmes, which include supply development, technological development, quality improvement, packaging development and training, initiate product development and adaptation of such products to said export market requirements. This will include any relevant human resources development and R & D work as well as overall administration of the Division.

(3) DIRECTOR-INDUSTRIAL PRODUCTS (HM 1-1)

Industrial products export is the major foreign exchange earner of the country which has a potential for further expansion. These sectors include traditional sectors such as Apparel, Rubber, Gems and Jewellery etc. and the emerging sectors such as Boat and Ship building, pharmaceuticals, automobile component etc.

The Director is responsible for improvement of the export performance of a selected group of industrial products, through integrated programmes which include supply development, technological development, quality improvement, packaging development and training, initiate product development and adaptation of such products to said export market requirements. This will include any relevant human resources development and R & D work as well as overall administration of the Division.

Qualifications (2) & (3) :

A Degree preferably in Marketing / International Relations / Economics / Commerce / Science / Agriculture / Business Administration or related field which is recognized by the University Grants Commission and a postgraduate qualification (Masters) in a related field with a minimum of fifteen (15) years post qualifying experience (after the 1st Degree) at Managerial Level in a Government Department/ Corporation /Board or a reputed private sector Institution.

Salary Scale - HM 1-1 (1), (2) &(3) : Rs. 80,295/- 15 x 2,270 - Rs.114, 345/- per month and Government approved allowances.

Method of Selection : by a structured interview.

We are looking for highly competent individuals **under 55 years** of age for all the above-mentioned posts. The upper age limit would not apply to the candidates in the Government Departments, Corporations & Statutory Institutions.

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 circulars
- Housing Loan Scheme and Distress Loan at concessionary rates of interest
- EPF – Employee – 10%; Board – 15% & ETF – Board 3%

If you consider yourself suitable, you are invited to apply on or before the **01.03.2021**.

The applications should be made on the prescribed form which could be accessed by visiting www.srilankabusiness.com [under the section of "Announcements"] or the application forms could be collected from the HRM Division, Level 5, EDB. The duly completed applications along with the relevant copies of certificates should be sent under Registered Cover addressed to the Director General EDB, mentioning the title of the post on the top left-hand corner of the envelope. **Any application that is not submitted in the prescribed form (EDB application) and not supported with the relevant copies of certificates will be rejected.**

Applications from State Sector employees should be forwarded through their Heads of Institutions. We advise you to send a copy of such state sector employee's applications in advance to reach the EDB before the closing date.

Director General

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