



Sri Lanka State Trading (General) Corporation Ltd

No:100, Nawam Mawatha, Colombo 02.



VACANCY

ASSISTANT GENERAL MANAGER (ADMINISTRATION)

We are looking for result oriented & self motivated individuals with exceptional integrity & competence to result for the following positions.

Post of Assistant General Manager (Administration) HM 1-1

Job Description

- Support DGM (Administration) to perform the administration functions smoothly.
- Coordination DGM (Administration) with the managers of administration sub divisions.
- Propose new administration policies & procedures.
- Communicate necessary instructions to the administration managers.
- Performing other duties which are assigned by the DGM (Administration)

External Candidates

A Bachelor's Degree in Management, Public Administration, Business Administration, Human Resource, Commerce, Accountancy, Finance, Supply Chain or Economics which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum 13 years experience at "Managerial Level" in a Corporation, Statutory Board, Institution or a reputed private institution.

General Conditions

- 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.
- Other** : Every Applicant,
 - Should be a citizen of Sri Lanka.
 - Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
 - Should be of excellent moral character.
- Salary Scale**

Rs.80,295/= (2,270 X 15) Rs.114,345/=

The initial salary point for the above post is Rs.80,295/=

Rs.50,000/= (Transport Allowance)

Fuel Allowance as per the Pub Ad Circular 05/2016

Rs.7,800/= Cost of Living Allowance
- Application Procedure**

Applicants giving full bio- data together with copies of all certificates for academic, professional qualifications & experience with names, addresses & telephone numbers of two non related referees should be sent to reach to following address on or before 10th of May,2021 under the registered post indicating the post applied on the top left hand corner of the envelop. Applicants from Departments/Statutory Board/Public Corporations/ Fully Government Corporations should send their applications through the respective Heads of the Organizations. Applications received after the closing date will not be considered. Incomplete applications will be rejected without intimation.

TEL : 011 2422341/2440880
FAX : 011 2447970
E-MAIL : lankagen@sltnet.lk
WEB : www.stc.lk

Chairman
Sri Lanka State Trading
(General) Corporation Ltd,
No. 100, Nawam Mawatha,
Colombo 02.