



**SRI LANKA EXPORT DEVELOPMENT BOARD**

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**இலங்கை ஏற்றுமதி அபிவிருத்தி சபை**



**MINISTRY OF TRADE**

**VACANCIES**

Applications are called from the citizens of Sri Lanka for the following vacancies available in the Sri Lanka Export Development Board.

**(1) DIRECTOR - EXPORT AGRICULTURE (HM 1-1)**

Responsible for improvement of the export performance of a selected group of agricultural products through integrated programmes which include supply development, technological development, quality improvement, packaging development and training, initiate product development and adaption of such products to said export market requirements. This will include relevant human resource development and R & D work as well as overall administration of the division.

**Qualifications:**

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 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.

**(2) DIRECTOR - FINANCE (HM 1-1)**

Responsible for formulating Policies, Office Guidance and provide information to Management on Financial Planning, Budgeting for Control, Accounting, Costing and Financial Reporting, Credit and Collection, Banking and Cash Management, Auditing and Insurance. Responsible for the improving and monitoring of the Export Development Fund, preparing Financial and Accounting Reports in accordance with the Corporate Requirements, providing Accounting Services to Consolidate Financial and Action Plan, Analyzing the Financial and Fund Situation of the Board prior to each Audit and Management Committee and Board Meetings. Supervising of procurement and supplies functions of the EDB and overall Administration of the Division.

**Qualifications:**

A Degree preferably in Accountancy or related field which is recognized by the University Grants Commission or

Membership of the Institute of Chartered Accountants of Sri Lanka (ICASL) or

Membership of Chartered Institute of Management Accountants, (CIMA) UK or

Membership of Association of Chartered Certified Accountants, (ACCA) UK and

A Postgraduate qualification (Masters) in Management or in a related field with minimum of fifteen (15) years post qualifying experience in Managerial Level in a Government Department / Corporation / Board or a reputed private sector Institution.

**Secondments :**

Class I Officers of the Sri Lanka Accountants Service would also be considered to be appointed on Secondment basis.

**Salary Scale (HM 1-1) :** Rs. 80,295/- - 15x 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 the above mentioned posts. The upper age limit would not be applied to the candidates in the Government Departments, Corporations and Statutory Institutions.

**Other Qualifications:**

- 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.

**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%.

**How to Apply :**

If you have fulfilled the above qualifications, an application obtained from the Human Resources Management Division located in the 5th Floor of Export Development Board or from website, [www.srilankabusiness.com](http://www.srilankabusiness.com) (Under "announcements") should be sent to reach the Director-General, Export Development Board, NDB - EDB Tower, No. 42, Nawam Mw., Colombo 02 under the Registered Post on or before 28.06.2021. Copies of relevant certificates should be attached to the duly perfected applications. An additional copy of the application should be sent to [vasanthag@edb.gov.lk](mailto:vasanthag@edb.gov.lk)

The top left hand corner of the envelope containing the application should be marked the post applied.

Applications received after the closing date and incomplete applications will be rejected.

Applicants of those in Government Service should submit their applications through the relevant Head of the institute. An additional copy of the application should be sent to the Director-General before the closing date of receiving applications.

**Director-General,**

**SRI LANKA EXPORT DEVELOPMENT BOARD**  
**NDB-EDB Tower, No. 42, Nawam Mawatha, Colombo 02.**

**Tel: 011-2300700**