EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance)

VACANCY

The Employees' Trust Fund Board formed by Parliament Act No. 46 of 1980 and functions under the Ministry of Finance provides social security for members. It is the second largest superannuation fund in the country. The fund base is over **Rs. 380 Billion** and has 19 Regional Offices island wide. At present the contributing membership of the fund is approximately **2.8 million** and covers **83,000** Employers.

The Board wishes to recruit qualified and dynamic professional who is a citizen of the Sri Lanka to fill the following vacancy.

01. Deputy General Manager (Collection & Employer Relation)- (HM 1-3)

Qualifications and Experience

A Bachelor's degree in Management / B.Sc (Science Stream / BA / B.Com/Sociology / B.Sc. (Public Administration/Business Administration), Human Resource from a university recognized by the U.G.C. and a **postgraduate degree qualification (Masters')** in the relevant field or **Corporate Membership** of a recognized relevant professional institution with minimum of 18 years post qualifying experience in Managerial Level out of which 03 years should be in the senior managerial level in a Corporation, Board or a reputed Mercantile Establishment.

Salary Scale : Rs. 86,865/- 15x2,270= Rs. 120,915/-

Salary Point : Rs. 86,865/-

Age : Age should be not less than 35 years and not more than 55 years

Key Job Responsibilities :

- Formulation of contribution collection plan with smart objectives
- Deciding effective strategies to achieve in collection targets and corporate goals
- Implementation of the plan
- Monitoring the performance and take corrective measures for deviations
- Ensure smooth and efficient operations and management of regional offices
- Prosecution activities relating to contribution, collection and surcharge.
- Communication and motivation of teams under the division
- Ensure good relationship among staff and management and also with employers
- Provide management updated information on performance
- Ensure effective operation of legal functions
- Maintain and improve performance of self employment division

Selection Criteria: Structural Interview

The selected candidate is entitled to the Government approved cost of living allowance and other fringe benefits enjoyed by state organizations of similar status.

The other benefits enjoyed by the employees in above salary category of ETFB currently are:

- Annual Bonus
- Monthly Incentive on performance and attendance
- Medical Bills reimbursement (Routine and Hospitalization)
- Low interest housing and vehicle loans

In addition, a Vehicle and fuel allowance as per Public Enterprises Circulars would be provided.

Applications containing brief Bio-Data with copies of certificates and names and contact details of two non-related referees should be sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned **on or before 25.10.2021.** Applications from employees in Govt Departments, Corporations, and Boards etc. should be forwarded through the Heads of such institutions, indicating whether the applicant can be released if selected.

The applicants who have responded to the paper advertisements published in 'Sunday Observer' and 'Sunday Times' on 12th September, 2021 by mails or post , need not to re-apply to the above post.

Chairman/CEO

Employees' Trust Fund Board

P.O. Box.807 , 'Mehewara Piyasa'

Colombo 5.