



MINISTRY OF TOURISM
SRI LANKA CONVENTION BUREAU (SLCB)

VACANCY

Sri Lanka Convention Bureau (SLCB), which functions under the Ministry of Tourism and Lands, is a statutory body entrusted to develop Meetings, Incentive Travel, Conferences and Exhibitions and Events, commonly called MICE Tourism. SLCB is calling for applications from suitable candidates for the following position.

POST OF GENERAL MANAGER - HM 2-2

External Candidates (1 or 2 below)

01. A Bachelor's degree in Public Administration/ Finance/ Business Administration/ Management/ Law/ Social Science from a recognized university by the U.G.C.
And
Postgraduate Degree at Masters Business Administration/ Public Administration/ Tourism & Hospitality Management/ Science.
And
At least 20 years' experience in Managerial Level out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.
OR
02. A Bachelor's degree in Public Administration/ Finance/ Business Administration/ Management/ Law/ Social Science from a recognized university by the U.G.C.
And
PhD Degree in Science/ Business Administration/ Finance/ Tourism or Marketing Field.
And
At least 05 years' experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

Internal Candidates

- A minimum of five (5) years satisfactory service in a post in the Senior Manager (HM) category in the subject area relevant to the post.
And
A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Age : Should be not less than 35 years and not more than 55 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

Salary Scale (HM 2-2) 2016: Rs. 93,020 - 12 x 2,700 - 125,420/-

Initial Step: Rs. 93,020/- + Cost of living allowance + other government approved allowances

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 serve in any part of the island
- iii. Should be an excellent moral character

Benefits

- i. Comprehensive and attractive Medical Insurance scheme covering the employee and family.
- ii. Loan facility
- iii. Fuel and travelling allowance
- iv. Telephone Allowance
- v. Professional Allowance

List of Duties

- Function as the Chief Executive Officer for achievements of Bureau's objectives.
- Function as the Chief Finance Officer of the Bureau.
- Preparation of short- and long-term plans of the Bureau in accordance with Tourism Master Plan and obtain the relevant approval.
- Organizing and Implementing plans with approval of the Board of Management.
- Supervision of Marketing, Research & Training functions of the Bureau
- Supervision of Administrative and Operational functions of the Bureau
- Monitor and Evaluate performance and make recommendations for future actions
- Ensure that all functions are carried out in accordance with rules and regulations
- Attending to local and overseas promotions and representing the Bureau as and when required
- Make decisions to coordinate with other tourism agencies & Tourism Associations whenever necessary
- Represent the Bureau at meetings, discussions, conferences and negotiate with other institutions in Sri Lanka and aboard whenever necessary.

Interested candidates can send the self-prepared application form together with copies of certificates pertaining to academic/professional qualifications, work experience and the names of two non-related references to the under-signed on or before 9th October 2024 by registered post.

Please mention the position you are applying on the top of the left-hand corner of the envelop.

Candidates who are in the service of Government Departments/State Corporations/Statutory Boards should submit their applications through the respective Heads of Department.

**Chairman,
Sri Lanka Convention Bureau,
4th Floor, Hotel School Building, No.78, Galle Road,
Colombo 03.**