



# SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை

MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT,  
POLICY FORMULATION, PLANNING AND TOURISM



## VACANCIES

Sri Lanka Export Development Board invites applications from competent and highly motivated citizens of Sri Lanka with proven ability and professional skills to join the Board's service for the under-mentioned positions.

### (01) POST OF INTERNAL AUDITOR (MM 1-1)

#### Job Description :

To carry out the Internal Audit functions of the EDB. Audit all financial transactions of the Board. Coordinating the Audit and Management Committee Meetings.

#### Qualifications & Experience : (1 or 2 below)

1. A Bachelor's Degree in Accountancy/Commerce/ Finance / Business Management/Business Administration which is recognized by the U.G.C.

#### AND

- A minimum of one (01) year post qualifying experience in the relevant field to the post, after obtaining the first degree in a Government Department / Corporation / Board or a reputed Private Sector Institution.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum one year post qualifying experience in the relevant field to the post.

**Salary Scale MM 1-1:** Rs. 53,175/= - 10 x 1375 -15 x 1910 = Rs. 95,575/=

EPF - Employee - 10 % ; Board - 15 % & ETF - Board 3 %.

**Method of Selection :** As per the results of a structured Interview.

**Age Limit :** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

### (02) POST OF INTERNAL AUDIT OFFICER (JM 1-1)

#### Job Description :

Perform Internal Audit functions under the supervision of the Head of the Internal Audit Unit, EDB, relating to all internal and external transactions involving finance. Conduct investigations regarding financial transactions and any irregularities in the organization. Any other duty assigned by the Divisional Head.

#### Qualifications & Experience : (1 or 2 below)

1. A Bachelor's Degree in Accountancy / Commerce/ Finance / Business Management / Business Administration which is recognized by the U.G.C.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

**Salary Scale JM 1-1 :** Rs. 42,600/= - 10 x 755 - 18 x 1135 = Rs. 70,580/=

EPF - Employee - 10 % ; Board - 15 % & ETF - Board 3 %.

**Method of Selection :** As per the results of a structured Interview.

**Age Limit:** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

### (03) POST OF CAMERAMAN / VIDEO TECHNICIAN (MA 2-1)

#### Job Description :

Functions as Video Cameraman for all the video recording functions handled by the EDB. Protect and maintain equipment. Perform photographic work and prepare slides when necessary.

#### Qualifications & Experience :

##### Vocational :

Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5 in a subject area relevant to the post issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

### (04) POST OF STAFF ASSISTANT (TRANSPORT) (MA 2-1)

#### Job Description :

Preparing payment vouchers on vehicle maintenance, repairs and service pertaining to EDB vehicles.

Attending to vehicle maintenance and repairs of EDB

vehicles. Issuing fuel orders and supervise pumping of fuel. Checking fuel bills with running charts. Maintaining a Register on fuel consumption of the pool vehicles and assigned vehicles of the EDB. Attending to any other work assigned by the Supervising Officers. Maintain vehicle fleet and Log Books.

#### Qualifications & Experience :

##### Vocational :

Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5 in a subject area relevant to the post issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

**Salary Scale MA 2-1 (3) & (4):** Rs. 30,310/ = 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 = Rs. 50,940/ =

EPF - Employee - 10 % ; Board - 15 % & ETF - Board 3 %.

**Method of Selection (3) & (4):** As per the results of a Structured Interview.

**Age Limit (3) & (4):** Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

### (05) POST OF MOTOR MECHANIC CUM DRIVER (PL 3)

#### Job Description :

Attend to minor repair works of the motor vehicles of the EDB as directed and required. Recommend the major repair works of the EDB vehicles after examining the defects of the vehicles. Drive vehicles as and when required.

#### Qualifications & Experience :

##### Vocational :

Having obtained proficiency certificate not below than the National Vocational Qualification (NVQ) Level 4 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the functions of Motor Mechanic and a valid License to drive heavy vehicles.

**Salary Scale PL3:** Rs. 26,290/ = 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 = Rs. 39,490/ =

EPF - Employee - 10 % ; Board - 15 % & ETF - Board 3 %.

**Method of Selection :** Results of a Trade Test and a Structured Interview.

**Age Limit:** Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

#### Other Qualifications applicable for the above posts:

- 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.

#### How to Apply :

If you have fulfilled the above qualifications, an application obtained from the Human Resources Management Division located in the 8th floor of Export Development Board or from website, **www.srilankabusiness.com** (Under "announcements") should be sent to reach the Chairman / Chief Executive Officer, Sri Lanka Export Development Board, NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02 under the registered post on or before 05.12.2024. Copies of relevant certificates should be attached to the duly perfected applications in EDB format.

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

Applications received after the closing date, without copies of relevant certificates and the incomplete applications will be rejected.

Applicants of those in Government service should be submitted their applications through the relevant Heads of the Institutes. An additional copy of the application should be sent to the Chairman / Chief Executive Officer before the closing date of receiving applications.

The authority of filling or not filling the vacancies is vested with the Secretary, Ministry of Finance, Economic Development, Policy Formulation, Planning and Tourism as per the DMS Circular No.: 2/2020 of 26.10.2020.

**Chairman / Chief Executive Officer,  
Sri Lanka Export Development Board,  
NDB - EDB Tower, No. 42, Nawam Mawatha,  
Colombo 02.  
Tele: 011-2300700**