

# VACANCIES

## 1. General Manager (Contract Basis)

### Service Category – Senior Management

A Post Graduate Degree in Business Management, Business Studies or Public Administration recognized by the University Grants Commission and service experience of more than 05 (five) years at a recognized public or private institution in senior manager level.

Experience of 05 (five) years in a recognized advertising agency, audio visual production institution or media/ advertising agency shall be an added advantage.

A full membership of a recognized professional body is considered special qualification

**Age limit :** Not less than 35 years and not more than 55 years.

## 2. Manager - Finance (Contract Basis)

1. A degree in Finance Management/ Business Administration/ Business Management/ Bachelor of Commerce in Management or Accountancy obtained from a university recognized by the University Grants Commission

And

Post qualifying experience of one (01) year in the field of Finance Management.

2. Shall have passed the intermediate examination at a chartered professional body of a field relevant to the post and post qualifying experience of one (01) year in the field relevant to the post.

**Age limit :** Not less than 22 years and not more than 45 years.

## 3. Manager - Marketing (Contract Basis)

Experience of five (05) years in the field of marketing.

Competency in English language (both spoken & writing) and Computer Literacy

**Age limit :** Not less than 30 years and not more than 45 years.

## 4. Client Service Assistant (Contract Basis)

Shall have followed a course in computer word processing/typing recognized by Tertiary and Vocational Education Commission

Completion of a six months' course on Marketing shall be a special qualification while English knowledge will be an added qualification

**Age limit :** Not less than 22 years and not more than 45 years.

## 5. Graphic Designer (Contract Basis)

Should have completed a course in Digitala Graphic Design  
and

Good Knowledge in Graphic software, Adobe illustrator, Photoshop, Indesign and Corel draw  
and

Six months' experience in a similar capacity either in the government or private sector

**Age limit :** Not less than 22 years and not more than 45 years.

Salary structure will be decided as per the provisions in Management Service Circular. (02/2016)

Self-prepared applications should be sent via email to [hr.selacine@gmail.com](mailto:hr.selacine@gmail.com) or registered post on or before **15<sup>th</sup> February 2025**.