



SRI LANKA BUREAU OF FOREIGN EMPLOYMENT

MINISTRY OF TELECOMMUNICATION, FOREIGN EMPLOYMENT AND SPORTS

Sri Lanka Bureau of Foreign Employment (SLBFE), a statutory body under preview of the Ministry of Telecommunication, Foreign Employment and sports wishes to recruit dynamic, pro-active, suitably qualified and experienced persons to fill the vacancies of the following positions.

Legal Officer (MM1-1, Grade II)

Qualifications : Attorney-at-law
with
Five (05) years post qualifying experience in legal work

Salary Scale (Permanent) : MM1-1, Grade II - Rs. [53,175-1375x10-1910x15-95,575]
(This salary scale will be effective from 01.01.2020)

Age : Age should not be less than 22 years and not more than 45 years.

Marketing Officer (JM1-2)

Qualifications : A Degree in Marketing/ Business Management which is recognized by the U.G.C.
with
Three (03) years' experience in Marketing in a recognized establishment in an executive capacity.

Research Officer (JM1-2)

Qualifications : A Degree with statistics/ operational research / Economics as a subject which is recognized by the U.G.C.
with
Three (03) years' experience in research work in an executive capacity in a recognized establishment.

Librarian (JM1-2)

Qualifications : A Bachelor's Degree with Library Science as a subject which is recognized by the U.G.C.
with
Three (03) years' experience as a librarian in a recognized establishment.

Salary Scale apply for three positions above: JM1-2 - Rs. [43,355-755 x10-1135x18-71,335]

(This salary scale will be effective from 01.01.2020)

Age limit apply for three positions above : Age should not be less than 22 years and not more than 45 years.

Management Assistant (Non Technological) - (MA1-2)

Qualifications : Having passed the G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four subjects including Sinhala/ Tamil, English Language and Mathematics.
and
Having passed three subjects (Other than the General paper) at G.C.E. (A/L) examination.

Salary Scale : MA1-2 - Rs. [27,910-300x 10-350 x 7-600x12-710x12-49,080]
(This salary scale will be effective from 01.01.2020)

Age : Age should not be less than 18 years and not more than 45 years

Management Assistant (Technological/ Technical) - (MA2-2)

Qualifications : Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

and

At least three (03) years' experience in systems Maintenance/ Troubleshooting.

Salary Scale : MA2-2 - Rs. [30,310–300x 10-350 x 7-600x4-710x20-52,360]
(This salary scale will be effective from 01.01.2020)

Age : Age should not be less than 18 years and not more than 45 years.

Office Aide (PL-1)

Qualifications : Persons who have sat for the G.C.E. (O/L) examination

Salary Scale : PL-1 - Rs. [24,750–250x 10-270 x 10-300x7-330x15-37,000]
(This salary scale will be effective from 01.01.2020)

Age : Age should not be less than 18 years and not more than 45 years.

General Conditions:

- The employment will be on permanent basis and selected candidates would be placed on initial salary step as per the salary conversion tables of the Circular No.02/2016 dated 25.04.2016 issued by the Department of Management Services.
- The SLBFE will contribute a sum equivalent to (15%) of the salary to the Employees Provident Fund and 3% to the Employees Trust Fund

Method of Selection:

By a structured interview conducted by a panel appointed by the appointing authority.

Other Fringe Benefits available at present:

- Encashment of Medical bills, Reimbursement of unutilized medical leaves, loans (Distress, Vehicle), uniform/ uniform allowance and reimbursement of 2/3 of loan interest for Housing Loans, Annual bonus will be paid as per Treasury Circulars.

Application together with copies of certificates should be sent under Registered Post addressed to the General Manager, Sri Lanka Bureau of Foreign Employment, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or before **08.03.2019** (Employees of Government Institutions should submit their applications through the respective Heads of institution).

(Post applied for should be mentioned on the top left hand corner of the envelope)

General Manager
Sri Lanka Bureau of Foreign Employment
No.234, Denzil Kobbekaduwa Mawatha
Kosswatta, Battaramulla
www.slbfe.lk
22.02.2019

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