

EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance, Economic Stabilization and National Policies)

VACANCIES

The Employees' Trust Fund Board formed by Parliament Act No. 46 of 1980 and functions under the Ministry of Finance, Economic Stabilization and National Policies provides social security for members. It is the second largest superannuation fund in the country. The fund base is over Rs. 500 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 professionals who are citizens of the Sri Lanka to fill the following vacancies.

01.

| Designation | Qualifications & Experience |
|---|---|
| Deputy General Manager (Finance) - (HM 1-3) (1 vacancy) | External : (1 or 2 below) 1. A Bachelor's Degree in Accounting/ Finance/ Financial Management/ Commerce/Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post. AND A minimum of 15 years' experience in Managerial Level in a Corporation, Statutory Board or a Reputed Private Institution. 2. Full membership of a recognized professional Chartered Institution in the relevant field to the post. AND A minimum of 15 years' experience at a 'Managerial Level' in a Corporation/ Statutory Board/ or a Reputed Private Institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum of two (02) years satisfactory service in a post in the 'Assistant General Manager (HM 1-1) in the subject area relevant to the post. |

Salary Scale

HM 1-3 - Rs. 86,865/- 15 x 2,270 = Rs. 120,915/- (Initial Salary Point - Rs. 86,865/-)

Age Limit

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

Other

A vehicle with a driver and fuel allowance or vehicle allowance to use own vehicle, as per public enterprises circulars would be provided.

02.

| Designation | Qualifications |
|---|--|
| Regional Manager – (MM 1-3) (1 vacancy) | External A Bachelor's Degree in Management / BA/ B.Com/ Sociology Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post. |

Salary Scale

MM 1-3 - Rs. 55,925 - 10 x 1,375 - 15 x 1,910 - 98,325/- (Initial Salary Point - Rs. 55,925/-)

Age Limit

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

03.

| Designation | Qualifications |
|---|---|
| Internal Audit Officer (JM 1-1) (2 vacancies) | External : (1 or 2 below) 1. A Bachelor's Degree in Commerce/ Accounting/ Finance/ Business Administration/ Public Management/ Finance Management or any other Degree relevant to the subject area of the post which is recognized by the UGC. 2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates. 2. Completion of minimum of five (05) years satisfactory service in a post of the 'Operational/Instructional Category (MA-4) in the subject area relevant to the post. |

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| <p>Legal Officer – (JM 1-1)</p> <p><i>(2 vacancies)</i></p> | <p>External A Bachelor’s Degree in LLB which is recognized by the UGC and Attorney-at-Law.</p> <p>Internal Having obtained the qualifications required by the external candidates.</p> |
| <p>Investment Officer – (JM 1-1)</p> <p><i>(2 vacancies)</i></p> | <p>External A Bachelor’s Degree in Commerce/ Management/ Business Administration/ Public Administration/ or any other Degree relevant to the subject area of the post which is recognized by the UGC.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates. 2. Completion of minimum of five (05) years satisfactory service in a post of the ‘Operational/Instructional Category (MA-4) in the subject area relevant to the post. |
| <p>Personal Secretary – (JM 1-1)</p> <p><i>(1 vacancy)</i></p> | <p>External : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. A bachelor’s Degree relevant to the subject area of the post which is recognized by the UGC. 2. Having obtained a Diploma/ Higher Diploma (Course duration should not be less than one (01) year in a relevant field for the post with five (05) years’ experience in a field relevant to the post. <p>Internal Having obtained the qualifications required by the external candidates.</p> |
| <p>System Analyst Programmer – (JM 1-1)</p> <p><i>(1 vacancy)</i></p> | <p>External A Bachelor’s Degree in Computer Science/ Information Technology/ Computational Physics which is recognized by the UGC.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates. 2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/ Instructional Category (MA-4) in the subject area relevant to the post. |

Salary Scale

JM 1-1 - Rs. 42,600/- 10 x 755 - 18 x 1,135 = 70,580/- (*Initial Salary Point - Rs. 42,600/-*)

Age Limit

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

| Designation | Qualifications |
|---|--|
| <p>Assistant Administrative Officer (Human Resources) – (MA - 4)</p> <p><i>(1 vacancy)</i></p> | <p>External</p> <p>A Bachelor's Degree in Human Resources Management/ B.Com/ Public Administration/ Business Administration or any other Degree in relevant field which is recognized by the UGC.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Non Technological (MA1-2) category in the subject area relevant to the post. |
| <p>Assistant Investment Analysis Officer – (MA - 4)</p> <p><i>(1 vacancy)</i></p> | <p>External</p> <p>A bachelor's Degree in Commerce/Business Management / Business Administration / Public Administration/ Accounting/ Finance or any other Degree relevant to the subject area of the post which is recognized by the UGC.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates. 2. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant- Non Technological (MA1-2) category in the subject area relevant to the post. |
| <p>Assistant Accounts Officer – (MA – 4)</p> <p><i>(3 vacancies)</i></p> <p style="text-align: center;">&</p> <p>Assistant Internal Audit Officer – (MA – 4)</p> <p><i>(2 vacancies)</i></p> | <p>External</p> <p>A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which is recognized by the UGC.</p> <p style="text-align: center;">OR</p> <p>Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant- Non Technological (MA1-2) category in the subject area relevant to the post. |
| <p>Assistant Enforcement Officer – (MA – 4)</p> | <p>External</p> <p>A Bachelor's Degree in Business Management/ B.Com/ Public Administration/ Business Administration or any other Degree</p> |

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|---|---|
| <i>(13 vacancies)</i> | <p>relevant to the subject area of the post which is recognized by the UGC.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant-Non Technological (MA1-2) category in the subject area relevant to the post. |
| <p>Assistant Investment Officer (MA – 4)</p> <p><i>(4 vacancies)</i></p> | <p>External</p> <p>A Bachelor's Degree in Commerce/ Management/ Business Administration/ Public Administration or any other Degree in relevant field which is recognized by the UGC.</p> <p>Internal : (1 or 2 below)</p> <ol style="list-style-type: none"> 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the Management Assistant-Non Technological (MA1-2) category in the subject area relevant to the post. |

Salary Scale

MA - 4 Rs. 37,970/- 10 x 755 - 15 x 930 - 5 x 1,135 = 65,145/- (*Initial Salary Point - Rs.37,970/-*)

Age Limit

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

05.

| Designation | Qualifications |
|--|---|
| <p>Management Assistant – (MA 1-2)</p> <p><i>(50 vacancies)</i></p> | <p>External</p> <ol style="list-style-type: none"> 1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including <ol style="list-style-type: none"> (i) Sinhala/ Tamil (ii) Maths <p style="text-align: center;">AND</p> 2. Having passed three subjects (other than the General paper) at the G.C.E. (A/L) examination <p>Internal</p> <p>Employees of the categories of Primary Level – Skilled, Primary Level – Semiskilled and Primary Level – Unskilled who possess the following qualifications are eligible to apply.</p> <ol style="list-style-type: none"> 1. Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including <ol style="list-style-type: none"> (i) Sinhala/ Tamil (ii) Maths <p style="text-align: center;">AND</p> |

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|---|---|
| | 2. Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category. |
| Personal Assistant – (MA 1-2) (3 vacancies) | External 1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including (i) Sinhala/ Tamil (ii) Maths 2. Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination. 3. Preference will be given those who have passed Secretarial/ Word processing course from a recognized institution. AND 4. Word processing speed of 35 w.p.m and short hand speed of 60 w.p.m. |

Salary Scale

MA 1-2 - Rs. 27,910/- 10 x 300 - 7 x 350 + 12 x 600 + 12 x 710 = 49,080/- (Initial Salary Point
Rs.27,910/-)

Age Limit

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

Selection Criteria : Structural Interview

Other Benefit for the above posts

- Loan Facilities
- Annual bonus subject to Treasury approval
- Medical Insurance

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

Attached application containing brief Bio-Data with copies of the 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 **27.05.2024** 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.



Chairman/CEO
Employees' Trust Fund Board
P.O. Box. 807, 'Mehewara Piyasa'
Narahenpita, Colombo 5.