



# Unleash

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## TOURISM!

### SRI LANKA

Sri Lanka Tourism Development Authority (SLTDA) is the government Authority tasked with, planning, development, regulation and policy implementation of tourism and related industries.

The tourism sector is identified as a critical contributor to the national economy for the future. The sector also attracts some of the highest foreign direct investments and high-profile investor projects to the country.

#### Assistant Director/ Premises Management

The position holder is responsible for overseeing the maintenance and operations of SLTDA premises, ensuring they meet organizational standards and compliance requirements. This role involves managing resources, coordinating with relevant departments, and addressing any issues related to premises management efficiently. The Assistant Director also plays a key role in developing and implementing strategies to optimize the use and functionality of SLTDA facilities.

#### The Job

- Oversee the management and maintenance of SLTDA premises.
- Coordinate with relevant departments to ensure facilities are well-maintained and meet organizational standards.
- Develop and implement strategies for efficient premises management.
- Supervise staff involved in premises maintenance and operations.
- Ensure compliance with health, safety, and environmental regulations.
- Decide & manage budgets and resources related to premises management activities.
- Collaborate with external vendors and contractors as needed for maintenance and repair work.
- Conduct regular inspections to assess the condition of facilities and identify areas for improvement.
- Address any issues or concerns related to premises management promptly and effectively.
- Prepare reports and updates for senior management regarding premises management activities and performance.

#### The Person

The Candidate should possess;

A Bachelor's Degree in Engineering field recognized by the University Grant Commission **OR**

Possession of a National Vocational Qualification (NVQ) Level Seven (07) Proficiency Certificate issued by a technical or vocational training institution recognized by the Tertiary and Vocational Education Commission in relation to the above subject areas. **AND**

Minimum of one (01) year post qualifying experience in the subject area relevant to the post.

#### Internal Applicants

Should possess one of the above qualifications required by external applicants OR should possess minimum of five (05) years of satisfactory service in a post relevant to the field in the "Junior Manager (JM-1-2) grade II category.

#### Critical Skills and Experience

Minimum of three years' experience in a similar role will be an added advantage.

Previous experience in managing internal teams /external parties.

Should be a team player with excellent communication skills (verbal & written)

Good in analytical skills, problem solving skills and an out-of-the-box thinker.

**Age:** Should not be less than 22 and not more than 45 years. The upper age limit is not applicable to internal candidates.

**Salary Scale:** Rs. 54,550/- - 10 x 1,375 - 15 x 1,910 - Rs. 96,950 (MM1-2)

**Initial step** - Rs. 54,550/- + Cost of Living Allowance + Monthly Allowance

#### Benefits

- Comprehensive and attractive Medical Insurance scheme covering the employee and family
- Loan facilities
- Training for career enhancement (Local & Foreign)
- Transport Allowance
- Telephone Allowance
- Professional Allowance

#### Assistant Director/ Procurement

The position holder will be responsible for overseeing and implementing effective procurement strategies, ensuring compliance with established guidelines and regulations. This role involves managing procurement processes, vendor relationships, and optimizing cost-efficiency while maintaining high standards of quality and integrity.

#### The Job

- Timely preparation of the annual procurement plan and present it to the Board.
- Registration of suppliers annually.
- Coordinating procurement activities with the senior management, line ministry, and other external agencies.
- Preparation of all documents related to tender invitation.
- Prepare all necessary documents for each procurement process and maintain separate files for each procurement.
- Comprehensive understanding of public procurement guidelines and financial regulations pertaining to all procurement activities.
- Provide reports to the senior management, line ministry and treasury as and when required.
- Guiding employees in procurement activities within the Authority.

#### The Person

The Candidate should possess;

A Bachelor's Degree in Accountancy/Business Management/Business Administration/ Commerce recognized by the University Grant Commission **OR**

Possession of a National Vocational Qualification (NVQ) Level Seven (07) Proficiency Certificate issued by a technical or vocational training institution recognized by the Tertiary and Vocational Education Commission in relation to the above subject areas. **AND**

Minimum of 01 year post qualifying experience in the subject area relevant to the post.

#### Critical Skills and Experience

Followed a diploma or a certificate course in procurement subject will be considered as an additional qualification.

Minimum of three years' experience in a similar role will be an added advantage.

Previous experience in managing internal teams /external parties.

Should be a team player with excellent communication skills (verbal & written)

Good in analytical skills, problem solving skills and an out-of-the-box thinker.

**Age:** Should not be less than 22 and not more than 45 years. The upper age limit is not applicable to internal candidates.

**Salary Scale:** Rs. 54,550/- - 10 x 1,375 - 15 x 1,910 - Rs. 96,950 (MM1-2)

**Initial step** - Rs. 54,550/- + Cost of Living Allowance + Monthly Allowance

#### Benefits

- Comprehensive and attractive Medical Insurance scheme covering the employee and family
- Loan facilities
- Training for career enhancement (Local & Foreign)
- Transport Allowance
- Telephone Allowance
- Professional Allowance

#### Junior Manager / Accounts

The Junior Manager Finance at the SLTDA is tasked with supporting financial operations and contributing to the overall fiscal management of the organization. Responsibilities include assisting in budgeting, financial analysis, and ensuring compliance with accounting standards. The Junior Manager Finance collaborates with the finance team to maintain accurate financial records and supports the senior management in strategic financial decision-making.

#### The Job

- Verification of payment vouchers, petty cash payments & advance payment vouchers.
- Carrying out the accounting reporting process related to property, plant and equipment and the head office general stores.
- Conduct statutory payments of Employees' Provident Fund, Employees' Provident Fund, Income Tax, Value Added Tax, National Building Tax, Stamp Duty Tax, Economic Service Tax etc.
- Assist in the duties of government and internal audit divisions.
- Preparation of annual budget and accounts.
- Obtain and report accounting information related to National Holiday Resorts.
- Supervise cashier duties and liaise with other departments.
- Verification of payroll, annual inventory and asset verification.

#### The Person

The Candidate should possess;

A Bachelor's Degree in Business Management / Business Administration / Commerce / Accountancy related subject area recognized by the University Grant Commission **OR**

Passing the intermediate examination of a recognized professional institute suitable for the subject area related to the post.

#### Critical Skills and Experience

Minimum of two years' experience in a similar role will be an added advantage.

Previous experience in managing internal teams /external parties.

Should be a team player with excellent communication skills (verbal & written)

Good in analytical skills, problem solving skills and an out-of-the-box thinker.

**Age:** Should not be less than 22 years and not more than 45 years. The upper age limit is not applicable to internal candidates.

**Salary Scale:** Rs. 43,355.00 - 10 x Rs. 755.00 - 18 x Rs. 1,135.00 - Rs. 71,335.00 (JM-1-2)

**Initial Step:** Rs. 43,355.00 + Cost of living Allowance + Monthly Allowance

#### Benefits

Comprehensive and attractive Medical Insurance Scheme covering the employee and family.

Loan Facilities

Training for career enhancement (Local & Foreign)

Transport Allowance

Communication Allowance

Interested candidates can obtain the application form via downloading from SLTDA website following the link:

<https://www.sltda.gov.lk/en/careers>.

If you think that you are the right fit for the job, please send your filled application form via registered post together with copies of certificates pertaining to academic/ professional qualifications, work experience and the names of two non-related referees to the undersigned on or before 17th May 2024

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

The candidates who are in the service of Government Department/ State Corporation/ Statutory Boards should submit their applications through the respective Heads of Department.

**Chairman**  
Sri Lanka Tourism Development Authority  
80, Galle Road  
Colombo 03.