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apex body of

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.

Management Assistant (Non- Technical)

This category of services includes non-technical tasks that are ancillary and/or facilitating to the tasks of those employed at the executive and administrative levels of the authority.

The Job

- Drafting of letters
- Computerization of letters.
- File maintenance.
- Processing and submission of files for payment purposes.
- Book keeping and accounting.
- Telephone operation.
- Conducting file and document inspection and audit related activities.
- Assist in investigations.
- Perform other duties as assigned by Head of the Division / or Head of Institution.

The Person

External Applicants (A) and (B) :

A - Passing six (06) subjects in a single sitting, with credit passes in four subjects, including Sinhala/Tamil, Mathematics, and English, in the G.C.E. Ordinary Level Examination.

B - Passed three subjects (excluding General Test) in the G.C.E. Advanced Level Examination.

Additional Qualifications & Skills

Completion of a Tertiary and Vocational Commission recognized course in Computer Word Processing/ Typing or equivalent qualification.

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

Age

Should not be less than 18 and not more than 45 years. The upper age limit is not applicable to internal candidates.

Salary Scale

MA 1-2 Rs. (27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080)

Initial step = Rs. 27,910 + Cost of Living Allowance + Monthly Allowance

Benefits

- Comprehensive and attractive Medical Insurance scheme covering the employee and family
- Loan facilities
- Training for career enhancement
- Transport 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.