



# Sri Lanka Foreign Employment Agency (PVT) Ltd

## POST OF GENERAL MANAGER

Sri Lanka Foreign Employment Agency (PVT) Ltd is a fully state-owned company comes under the purview of Sri Lanka Bureau of Foreign Employment seeks to recruit a dynamic pro-active suitable qualified and experienced person to fill the post of General Manager.

### The Person:

A Degree in a Management or Human Resource Management or Public Administration or Bachelor of Commerce which are recognized by the U.S.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

Minimum of 15 years' experience at a 'Managerial Level' in a Corporation, Statutory Board/ Institution or a reputed private Institution.

Full Membership of a recognized professional Chartered Institution in a related field to the post.

### Job Description:

- The level of this position is to perform overall Administration functioning and managing in the Institution with following and reporting to the Board of directors.
- Market analyzing for the recruitment of Manpower and supplying to the global market.
- Future Planning of the institute and functioning in the roll of financial authorization.
- Reporting to Line Ministry and Board of Directors.

### Nature of Appointment:

Contract Basis with entitlement to Employees' provident Fund and, Employees' Trust Fund.

### Salary Scale: Negotiable

Age: should be not less than 25 years and not more than 55 years.

### Every Applicant:

- Should be a citizen of Sri Lanka
- Should be physically and needs fit to discharge the duties of the post well.

Please forward your duly filled CV to the address given below within 14 days of the advertisement.



Chairman,  
Sri Lanka Foreign Employment Agency (PVT) Ltd,  
No. 12, Narmaheripiti Road, Nawala.