



# SRI LANKA FOUNDATION

An Institute under the purview of the  
Ministry of Mass Media



The Sri Lanka Foundation is looking for capable, committed and experienced individuals with the required qualifications and experience to fill the vacancies below.

## 1. Director Administration - (HM 1-1)

### Qualifications :

#### External candidates (1 or 2 below) :

1. A bachelor's degree in Management/ Business Administration/ Arts/Science/LLB or any other Bachelor's Degree relevant to the subject area of the post which is recognized by the U.G.C.

AND

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 fifteen years' (15) experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

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

AND

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

#### Internal Candidates (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 Manager (MM 1-1) Category Grade I, in the subject area relevant to the post.

Salary: Rs:( 80,295-15X2,270 - 114,345)

(Transport and a fuel allowance will be applicable for the post as per the relevant Treasury Circulars)

Age : Should be not less than 35 years and not more than 55 years.

## 2. Director Finance - (HM 1-1)

### Qualifications :

#### External candidates (1 or 2 below) :

1. A bachelor's degree in Management/ Business Administration/ Commerce/Accounts which is recognized by the U.G.C.

AND

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 Fifteen years' (15) experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

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

AND

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

#### Internal Candidates (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 Manager (MM 1-1) Category Grade I, in the subject area relevant to the post.

Salary: Rs:( 80,295-15X2,270 - 114,345)

(Transport and a fuel allowance will be applicable for the post as per the relevant Treasury circulars)

Age : Should be not less than 35 years and not more than 55 years.

## 3. Lecturer - (AR 1)

### Qualifications :

#### External Candidates (1 or 2 or 3 below)

1. A special Degree in Sociology, Management, Political Science, Counseling, Journalism, Digital Media, Language Studies, Law, Environmental Science, IT , Geography, Library Science, Education which is recognized by the U.G.C.
2. A General Degree in Sociology, Management, Political Science, Counseling, Journalism, Digital Media, Language Studies, Law, Environmental Science, IT, Geography, Library Science, Education which is recognized by the U.G.C. and a post graduate diploma in the relevant field.
3. Associate Membership of a recognized Professional Chartered Institution in the relevant field.

#### Internal Candidates

1. Having obtained the qualifications required by the external candidates above.

Salary Scale : (Rs. 53,150-10x1,375-15x1,910-Rs.95,550/-)

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

## 4. Accountant - (MM 1-1)

### Qualifications :

#### External Candidates ( 1 or 2 or 3 below)

1. Bachelor's Degree in Accounts, Finance or Management which is recognized by the U.G.C. and a minimum 01 year of post-qualifying experience in the relevant field to the post, after obtaining the qualification
- OR
2. Having completed HNDA and a minimum 01 year of post-qualifying experience in the relevant field to the post, after obtaining the qualifications.
- OR
3. Having passed the Intermediate Examination of a recognized Professional Chartered Institute, of which the subject area is relevant to the post and a minimum 01 year of post-qualifying experience in the relevant field to the post.

#### Internal Candidates (1or 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) Category, in the subject area relevant to the post.

Salary Scale :Rs. (53,175-10x1,375-15x1,910-Rs.95,575/-)

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

## 5. Accounts Officer - (JM 1-2)

### Qualifications :

#### External Candidates ( 1 or 2 below)

1. Bachelor's degree in Accounts / Commerce/ Management recognized by the U.G.C.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

#### Internal Candidates ( 1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant - Non Technological category (MA 1-1) Grade II in the subject area relevant to the post.
3. (For a post related to Technical Field) Management Assistant- Technological (MA 2-1) Grade II in the subject area relevant to the post.

Salary Scale : (Rs. 43,355-10x755-18x1,135-Rs.71,335/-)

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

## 6. Hostel & Catering Officer - (JM 1-2)

### Qualifications :

#### External Candidates ( 1 or 2 below)

1. Bachelor's degree in Hostel Management recognized by the U.G.C.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

#### Internal Candidates ( 1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant - Non Technological category (MA 1-1) Grade II in the subject area relevant to the post.
3. (For a post related to Technical Field) Management Assistant- Technological (MA 2-1) Grade II in the subject area relevant to the post.

Salary Scale : (Rs. 43,355-10x755-18x1,135-Rs.71,335/-)

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

#### Application for the above positions should conform to the following,

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.
- iv. The upper age limit will not apply to the internal candidates and employees of state Institutions.

If the job description of the above position fits you mail your application with addresses and contact telephone numbers of two non-related referees, to [chairman@slf.lk](mailto:chairman@slf.lk) to reach the Chairperson, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 7 within 10 days of this advertisement.

#### Chairperson

Sri Lanka Foundation

([www.slf.lk](http://www.slf.lk))