



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. 430 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.

1. Deputy General Manager (Investments)- (HM 1-3)

Qualifications and Experience

A Bachelor's degree in Commerce /Accounting or Finance with appropriate subject combinations from a university recognized by the University Grants Commission and a postgraduate degree qualification (Masters') in the relevant field or Corporate Membership of a recognized professional institution with minimum of 18 years' experience in Managerial Level out of which 03 years should be in the senior managerial level in a Corporation, Board or a reputed Mercantile Establishment. Preference will be given for those who have CFA qualifications.

Key Job Responsibilities:

- Formulation of a plan for investment of funds to have optimum return by maintaining liquidity of the Board in line with Corporate Goals and legal provisions made for same in the Act of the Board.
- Formulate the long term and short term strategies on investment portfolio of Fixed Income & Equity with the view of maximizing the return.
- Setting up of corporate plan for investment division and regular review.
- Preparation annual budget for the investment division.
- Implementation & monitoring of the plans.
- Providing management information to the Board of Directors.
- Communicate and motivate staff for better productivity.
- Ensure good relationship among clients, management and staff.
- Ensure efficient and effective management of investment portfolio.
- Monitoring of market trends pertaining to the fixed income securities and share market under highly volatile market conditions.
- Managing of a professional team to meet the required goals.
- Sound Knowledge of macroeconomic condition pertaining to fixed income and equity.
- Strong analytical background to take timely investment decisions.
- Ability to work under pressure to take effective investment decisions meeting deadlines on daily basis.
- Ability to handle over Rs.430 Billion portfolio for the continues growth.
- Managing the risk function for the division.

Salary Scale : Rs. 86,865/- 15x2,270= Rs. 120,915/-
 Salary Point : Rs. 86,865/-
 Age : Age should be not less than 35 years and not more than 55 years.
 Selection Criteria : Structural Interview

2. Manager (Investments , Research and Operations) – MM1-3

Qualifications and Experience

A bachelor's degree in Management/B.Sc(Science Stream)/BA/B.Com/Sociology/BSc(Public Administration/Business Administration) which is recognized by the University Grants Commission

And

A minimum one year post qualifying experience in the relevant field to the Post, after obtaining the first degree.

(Preference will be given to those who possess CFA fully or part qualifications, Diploma in Treasury and Risk Management in IBSL and certificate of Capital Market in CSE)

Key Job Responsibilities

Ability to plan and manage front office work independently, operate independently Bloomberg facility and direct bidding facility, experience in Government securities trading in the secondary market, securitization based investments, money market operation, monitoring quoted company valuation under different model and operating risk management function. Further the applicant should have a good command in English and Sinhala languages, strong analytical and writing skills, excellent presentation and communication skills

Salary Scale : Rs. 55,925/- 10x1375/-+ 15x1910=Rs. 98,325/-
 Salary Point : Rs. 55,925/-
 Age : Age should be not less than 22 years and not more than 45 years.
 Selection Criteria : Structural Interview

3. Manager (Investments) – MM1-3

Qualifications and Experience (1 or 2 below)

1. A Degree in Commerce/Accounting or Finance which is recognized by the University Grants Commission.

And

A minimum one year post qualifying experience in the relevant field to the Post, after obtaining the first degree.

2. Having passed the Intermediate Examination of Institute of Chartered Accountants of Sri Lanka (ICASL), Chartered Institute of Management Accounts (CIMA)-UK, Association of Chartered Certified Accountants (ACCA) of a recognized professional Chartered Institute and a minimum one year post qualifying experience in the relevant field to the post.

(Preference will be given to those who possess CFA fully or part qualifications, Diploma in Treasury and Risk Management in IBSL)

Key Job Responsibilities

Responsible mainly for the Treasury management in fixed income unit and further responsible for the supervision of the staff of Investment Division, maintenance of all records, monitoring of all investment maturities and income, preparation of cash flows, preparation of various management information reports depending on the requirement.

Salary Scale : Rs. 55,925/- 10x1375/-+ 15x1910=Rs. 98,325/-
 Salary Point : Rs. 55,925/-
 Age : Age should be not less than 22 years and not more than 45 years
 Selection Criteria : Structural Interview

4. Investment Officer - JM 1-1

Qualifications and Experience

Degree in Commerce/Management/ B.Sc. (Science)/ B.Sc (Business/Public Administration) with appropriate subject combinations which is recognized by the University Grants Commission.

(Preference will be given to those who possess CFA fully or part qualifications, Diploma in Treasury and Risk Management in IBSL and certificate of Capital Market in CSE.)

Key Job Responsibilities:

This position is mainly focus to engage in investment analyst part of the investment division and responsible for conducting research in target industries and companies to prepare investment appraisals, monitoring share portfolio, value company shares using different valuation models and techniques, conduct primary research to identify key industry driven factors, analyze financial statements of companies using different ratio analysis and techniques, engage in presentations in both Sinhala and English languages effectively to the investment committee, take initiative and meet deadlines under minimal supervision and work in MS Excel, Office, Word and Power Point.

Salary Scale : 42,600/- 10x755+18x1135 = Rs. 70,580/-
 Salary Point : 42,600/-
 Age : Age should be not less than 22 years and not more than 45 years.
 Selection Criteria : Structural Interview

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

The other benefits enjoyed by the employees in above salary categories of ETFB currently are:

- Annual Bonus
- Monthly Incentive on performance and attendance
- Medical Bills reimbursement (Routine and Hospitalization)
- Housing and Vehicle loans at concessionary interest rates

In addition, a Vehicle / vehicle allowance and fuel allowance as per Public Enterprises Circulars would be provided to HM 1-3 category.

Applications containing brief Bio-Data with copies of certificates and names and contact details of two non-related referees should be e-mail (chairmansec@etfb.lk) / sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned on or before 05.12.2022 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
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