

**Ministry of Labour and Foreign Employment
Sri Lanka Foreign Employment Agency (Pvt) Ltd**

Post of Manager – Administration & HR

Sri Lanka Foreign Employment Agency (PVT) Ltd is a fully state-owned organization 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 Manager – Administration & HR

The Person

A Degree in Human Resource Management or Public Administration or Bachelor of Commerce which is recognized by the U.G.C.

AND

A minimum of Ten years post qualifying experience in the relevant field to the Post, after obtaining the first degree.

Job Description

- Assist the General Manager for the General Administration of the SLFEA.
- Maintain the discipline of the staff and make arrangements for disciplinary inquires and to comply with the other formalities as an when that is needed.
- Make sure all the purchase are made in accordance with approved procurement procedures within the financial authority delegated by the Board of Directors.

Nature of Appointment

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

Salary Scale: Rs. 53,175.00 – 1,375 x 10 - 1,910 x 15 - 1,910 x 15 - 95,575.00

As per circular – 02/2016

Age: Should be not less than 27 years and not more than 45 years.

Every Applicant:

- ❖ Should be a citizen of Sri Lanka
- ❖ Should be physically and mentally 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, Narahenpita Road, Nawala.