

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

Post of Management Assistant (Non-Technological)

Sri Lanka Foreign Employment Agency (Pvt) Ltd is a fully state-owned company comes under the purview of Sri Lanka Bureau of Foreign Employment and Ministry of Labour and Foreign Employment seeks to recruit a dynamic pro-active suitable qualified and experienced person to fill the post of Management Assistant Non-Technological.

The Person

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala/ Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Job Description

- The level of this grade is to assist to the Management to implement the duties at the division and supporting to organizations schedules.
- Filing the documents, maintaining safe keeping and Support to Executive teams.
- Report on relevant statistic and Computation of the data in every day. Providing data/correct information/statistics and other details to the management.
- Safe keeping on confidential of the related files and documents on wellbeing of the institute.

Nature of Appointment

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

Salary Scale : 27,910.00 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - 48,540.00

Age : Age should be not less than 18 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.**