



MINISTRY OF TOURISM AND LANDS
SRI LANKA CONVENTION BUREAU

VACANCIES

Sri Lanka Convention Bureau (SLCB), which functions under the Ministry of Tourism and Lands, is a statutory body entrusted to develop Meetings, Incentive Travel, Conferences and Exhibitions and Events, commonly called MICE Tourism. SLCB is calling for applications from suitable candidates for the following positions.

POST OF ASSISTANT MANAGER (INTERNAL AUDIT)

External Candidates (1 or 2 or 3 below)

01. A degree in Finance/Accountancy/Commerce/Finance Management which is recognized by University Grant Commission with minimum of one year post qualifying experience on Auditing in the Managerial Level.
02. Having passed the Intermediate Examination of a recognized professional Chartered Institute (ICASL/CIMA/ACCA or any other equivalent qualification of a relevant professional body) and a minimum of one year post qualifying experience in Managerial Level in Audit field in Public Service, a Corporation, Statutory Board/Institute or a reputed private institution.
03. Having obtained the Higher National Diploma in Accountancy and a minimum of one year post qualifying experience in Managerial Level in the Audit field in Public Service, a Corporation, Statutory Board/Institute or a reputed private institution.

Internal Candidates

Having obtained the qualifications required by the external candidates above.

Age: Should be not less than 22 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

Salary Scale : Rs. 54,550/- 10 x 1,375 -15x 1,910/= - 96,950/= (MM 1-2)

Initial Step : Rs. 54,550/- +Cost of living allowance + other monthly allowances

POST OF ASSISTANT MANAGER (CORPORATE, INCENTIVES & EVENTS)

External Candidates

A Bachelor's degree in Marketing/Commerce/Event Management/Project Management/Tourism Management/Business Administration/Business Management from a recognized university by the U.G.C and a minimum of one year post qualifying Managerial level experience in handling corporate events, tourism events and incentives in a Public Service, a Corporation, Statutory Board/Institution or a reputed Mercantile Establishment.

A professional Postgraduate diploma in Chartered Institute of Marketing will be added advantage.

Internal Candidates

Having obtained the qualifications required by the external candidates above.

Age: Should be not less than 22 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

Salary Scale : Rs. 54,550/- 10 x 1,375 -15x 1,910/= - 96,950/= (MM 1-2)

Initial Step : Rs. 54,550/- +Cost of living allowance + other monthly allowances

POST OF MANAGEMENT ASSISTANT – NON -TECHNICAL

External Candidates

Having passed the G.C.E (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala/Tamil, English language and Mathematics. And having passed three subjects (other than General Paper) at the G.C.E (A/L) examination in the Commerce stream.

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level – Semi Skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Having passed the G.C.E (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala/Tamil, English language and Mathematics and having completed a minimum of five years satisfactory service in permanent post under the above employee category.

Age: Should be not less than 18 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

Salary Scale : Rs. 27,910/- 10 x 300 - 7 x 350 -12 x 600 -12 x 710 - 49,080 (MA 1-2)

Initial Step : Rs. 27,910/- +Cost of living allowance + other monthly allowances.

POST OF DRIVER

External Candidates

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two credit passes in maximum of two sittings and having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving.

Internal Candidates

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving and completion of minimum of five (05) years satisfactory service in a post in the category of Primary Unskilled (PL1).

Age: Should be not less than 18 years and not more than 45 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

Salary Scale : Rs. 26,290/- 10 x 270 - 10x300 -10x330 -12x350 - 39,490 (PL 3)

Initial Step : Rs. 26,290/- +Cost of living allowance + other monthly allowances.

Other

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well and serve in any part of the island
- Should be an excellent moral character

Benefits

- Comprehensive and attractive Medical Insurance scheme covering the employee and family.
- Loan facility
- Telephone Allowance (for MM 1-2 grade)
- Professional Allowance (for MM 1-2 grade)

Interested candidates can send the self-prepared application form together with copies of certificates pertaining to academic/professional qualifications, work experience and the names of two non-related references to the undersigned **on or before 22nd January 2024** by registered post or email to **slcbmice@gmail.com**. Please mention the position you are applying on the top of the left-hand corner of the envelop.

Candidates who are in the service of Government Departments/State Corporations/Statutory Boards should submit their applications through the respective Heads of Department.

Chairman,
Sri Lanka Convention Bureau,
4th Floor, Hotel School Building, No.78, Galle Road,
Colombo 03.