



# NATIONAL INSURANCE TRUST FUND

## VACANCIES

National Insurance Trust Fund Board (NITF) which comes under the purview of Ministry of Finance, Economic Stabilization & National Policies is a fully government owned entity responsible for implementation of schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 16 years.

NITF seeks to recruit dynamic and self motivated individuals to be appointed for the following positions.

### 1. Manager - General Administration & Operations (HM 1-2)

#### External Candidates

1. A Bachelor's Degree in Human Resources Management, Business Management, Public Administration, Public Management or Commerce which is recognized by the University Grants Commission of Sri Lanka

With

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 15 years 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 15 years 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 Category Grade I (MM), in the subject area relevant to the post.

Salary Scale: HM 1-2 - 2016: Rs.[ 81,670 - 15 x 2,270 - 115,720 ]

Age : Should not be less than 35 years and not more than 55 years.  
The upper age limit will not apply to the internal candidates.

### 2. Manager - Reinsurance & SRCC (HM 1-2)

#### External Candidates

Bachelor's Degree in Insurance/ Public Management/ Business Management/ Business Administration/ Public Administration/ Finance/ Economics or any other field relevant to the post which is recognized by the University Grants Commission of Sri Lanka

With

A Postgraduate Degree qualification (Masters')

Or

Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of 15 years 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 Category Grade I (MM), in the subject area relevant to the post.

Salary Scale: HM 1-2 - 2016: Rs. [81,670 - 15 x 2,270 - 115,720]

Age : Should not be less than 35 years and not more than 55 years.  
The upper age limit will not apply to the internal candidates.

### 3. Assistant Manager - SRCC & T (MM 1-2)

#### External Candidates

A degree in Insurance & Risk Management, Business Administration, Business Management in Insurance, Commerce, Finance, Accounting or any other degree in the field of the Subject area relevant to the post which is recognized by the University Grants Commission of Sri Lanka

AND

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

#### 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 Junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale : MM 1-2 - 2016: Rs.[54,550 - 10 x 1,375 - 15 x 1,910 - 96,950]

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

The upper age limit will not apply to the internal candidates.

### 4. Assistant Manager - Legal (MM 1-2)

#### External Candidates

A degree in Law which is recognized by the University Grants Commission of Sri Lanka

With

An Attorney at Law

AND

A minimum of one-year post qualifying experience in Public Service, 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 Junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale : MM 1-2 - 2016: Rs.[54,550 - 10 x 1,375 - 15 x 1,910 - 96,950]

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

The upper age limit will not apply to the internal candidates.

### 5. Insurance Officer (JM 1-1)

#### External Candidates (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree / MSc / MBA which is recognized by the University Grants Commission of Sri Lanka.

OR

2. Higher Diploma in insurance or any other relevant field which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum five years working experience in the relevant field.

OR

3. Diploma in insurance or any other relevant field which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum ten years working experience in the relevant field.

OR

4. 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 below)

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

OR

2. Completion of minimum five (5) years satisfactory period of service in a post in the Management Assistant - Non Tech/ Management Assistant -Tech Category in Grade II.

Salary Scale : JM 1-1 - 2016: Rs. [42,600- 10 x 755 - 18 x 1,135 - 70,580]

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

The upper age limit will not apply to the internal candidates.

### 6. Customer Care Assistant (MA 1-2)

#### External Candidates

#### Educational:

1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four (4) subjects including

- Sinhala / Tamil
- English Language
- Mathematics

And

2. Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination

And

3. At least six months experience in customer care handling/ call center operations is preferred

#### Internal Candidates

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

#### Educational:

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four (4) subjects including

- Sinhala / Tamil
- English Language
- Mathematics

And

#### Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Salary Scale : MA 1-2 - 2016: Rs. [27,910- 10 x 300 - 7 x 350 - 12 x 600 - 12x 710 - 49,080]

Age : Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

#### Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

#### All applicants,

- Should be Sri Lankan Citizens.
- Should have mental and physical fitness to attend properly to the duties assigned to the post.
- Should be of excellent moral character.

#### Applications

- Application should be forwarded including Bio-Data, names and addresses of two non related referees, details of Educational Qualifications, Professional Qualifications and with copies of certificates in proof of the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post should be marked on left hand top corner of the envelope containing applications.
- All applications should be addressed to Chief Executive Officer, National Insurance Trust Fund Board, No 95, Sir Chittampalam A Gardiner Mawatha, Colombo 02 by registered post to reach on or before 2024.03.25. Late applications will be rejected.



**Chief Executive Officer**  
**National Insurance Trust Fund Board,**  
**No. 95,**  
**Sir Chittampalam A Gardiner Mawatha,**  
**Colombo 02.**