

## **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. 500 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.

01.

<b>Designation</b>	<b>Qualifications &amp; Experience</b>
<b>Deputy General Manager (Collection and Employer Relations) - (HM 1-3)</b>  <i>(1 vacancy)</i>	<p style="text-align: center;"><b>( 1 or 2 below)</b></p> <p class="list-item-l1">1. A Bachelor's degree in Business Management/ B.Com/ Public Administration/ Business Administration/ Human Resources or any other Degree in a relevant field which is recognized by the U.G.C.</p> <p style="text-align: center;"><b>WITH</b></p> <p style="text-align: center;">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.</p> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;">A minimum of 15 years' experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Private Institution.</p> <p class="list-item-l1">2. Full membership of a recognized professional Chartered Institution in the relevant field to the post.</p> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;">A minimum of 15 years' experience at a Managerial Level in a Corporation/ Statutory Board or a Reputed Private Institution.</p>
<b>Deputy General Manager (Information Technology) - (HM 1-3)</b>  <i>(1 vacancy)</i>	<p style="text-align: center;">A Bachelor's Degree in Computer Science/ Information Technology which is recognized by the U.G.C.</p> <p style="text-align: center;"><b>WITH</b></p> <p style="text-align: center;">A Postgraduate Degree qualification (Masters') in the relevant field or Corporate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.</p> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;">A minimum of 15 years' experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment.</p>

#### **Salary Scale**

**HM 1-3 - Rs. 86,865/- 15 x 2,270 = Rs. 120,915/- (Initial Salary Point - Rs. 86,865/-)**

#### **Age Limit**

Age should be not less than 35 years and not more than 55 years.

**Other**

A vehicle with a driver and fuel allowance or vehicle allowance to use own vehicle, as per public enterprises circulars would be provided.

02.

Designation	Qualifications
<b>Assistant General Manager (Enforcement) – Zone I &amp; II (HM-1-1)</b> <i>(2 vacancies)</i>	<p>A Bachelor's Degree in Business Management/ B.Com/ Sociology/ Public Administration/ Business Administration/ Human Resources Management or any other Degree in subject area relevant to the post which is recognized by the U.G.C.</p> <p style="text-align: center;"><b>WITH</b></p> <p>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.</p> <p style="text-align: center;"><b>AND</b></p> <p>A minimum of thirteen (13) years' experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Private Institution.</p>
<b>Assistant General Manager (Contribution Collection &amp; Surcharge) – (HM-1-1)</b> <i>(1 vacancy)</i>	<p>A Bachelor's Degree in Financial Management/ B.Com/ Accounting/ Public Administration/ Business Administration or any Degree in relevant to the subject area of the post which is recognized by the U.G.C.</p> <p style="text-align: center;"><b>WITH</b></p> <p>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.</p> <p style="text-align: center;"><b>AND</b></p> <p>Minimum of thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution or reputed private institution</p>
<b>Assistant General Manager (Investment) – (HM-1-1)</b> <i>(1 vacancy)</i>	<p>A Bachelor's Degree in Commerce/ Accounting/ Finance/ Economics or any other Degree in relevant field which is recognized by the U.G.C.</p> <p style="text-align: center;"><b>WITH</b></p> <p>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.</p> <p style="text-align: center;"><b>AND</b></p> <p>A minimum of thirteen (13) years' experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment.</p>

**Salary Scale**

HM- 1-1 -Rs. 80,295/- 15 x 2,270 = Rs. 114,345/- (*Initial Salary Point - Rs. 80,295/=*)

**Age Limit**

Age should be not less than 35 years and not more than 55 years.

**Other**

A vehicle with a driver and fuel allowance or vehicle allowance to use own vehicle, as per public enterprises circulars would be provided.

03.

<b>Designation</b>	<b>Qualifications</b>
<b>Manager ( System Administration – (MM 1-3) (1 vacancy)</b>	<p><b>( 1 or 2 below)</b></p> <p>1. A Bachelor's Degree in Computer Science/ Information Technology which is recognized by the U.G.C.</p> <p style="text-align: center;"><b>AND</b></p> <p>A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p> <p>2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission.</p> <p style="text-align: center;"><b>AND</b></p> <p>A minimum of one (01) years post qualifying experience in public service a corporation, Statutory Board/ Institution or reputed Private Institution.</p>

**Salary Scale**

**MM 1-3 - Rs. 55,925 - 10 x 1,375 - 15 x 1,910 - 98,325/- (Initial Salary Point - Rs. 55,925/-)**

**Age Limit**

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

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04.

<b>Designation</b>	<b>Qualifications</b>
<b>System Analyst Programmer (JM 1-1) (1 vacancy)</b>	A Bachelor's Degree in Computer Science/ Information Technology/ Computational Physics which is recognized by the UGC.
<b>Personal Secretary – (JM 1-1) (1 vacancy)</b>	<p><b>(1 or 2 below)</b></p> <p>1. A bachelor's Degree relevant to the subject area of the post which is recognized by the UGC.</p> <p>2. Having obtained a Diploma/ Higher Diploma (Course duration should not be less than one (01) year in a relevant field for the post with five (05) years' experience in a field relevant to the post.</p>
<b>Procurement Officer – (JM 1-1) (1 vacancy)</b>	A Bachelor's Degree in B.Com/ Business Management/ Accounting/ Finance/ Business Administration/ Supply Chain Management or any other Degree relevant to the subject area of the post which is recognized by the UGC.

<b>Computer Network Administrative Officer – (JM 1-1)</b>  <i>(1 vacancy)</i>	<b>(1 or 2 or 3 or 4 below)</b> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in Computer Science/ Computational Physics/ Information Technology which is recognized by the UGC.</li> <li>2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, in relevant field issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission.</li> <li>3. Having obtained a certificate of proficiency not below than the National Vocational Qualifications Level 6, in relevant field issued by technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission <b>AND</b> At least five (05) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.</li> <li>4. Having obtained a certificate of proficiency not below than the National Vocational Qualifications Level 5, in relevant field issued by a technical /vocational training institute accepted by the Tertiary and Vocational Education Commission <b>AND</b> At least ten (10) years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.</li> </ol>
<b>Investment Analyst – (JM 1-1)</b>  <i>(1 vacancy)</i>	A Bachelor's Degree in Economics/ Commerce/ Management/ Business Administration/ Public Administration or any other Degree relevant to the subject area of the post which is recognized by the UGC.
<b>Accounts Officer – (JM 1-1)</b>  <i>(2 vacancies)</i>	<b>(1 or 2 below)</b> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in Commerce/ Accounting/ Finance/ Business Administration/ Public Management/ Finance Management or any other Degree relevant to the subject area of the post which is recognized by the UGC.</li> <li>2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post.</li> </ol>
<b>Enforcement Officer – (JM 1-1)</b>  <i>(8 vacancies)</i>	A Bachelor's Degree in Business Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the UGC.

#### Salary Scale

**JM 1-1 - Rs. 42,600/- 10 x 755 - 18 x 1,135 = 70,580/- (Initial Salary Point - Rs. 42,600/-)**

#### Age Limit

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

Designation	Qualifications
<b>Assistant Enforcement Officer (MA - 4)</b>  (2 vacancies)	A Bachelor's Degree in Business Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the UGC.
<b>Assistant Accounts Officer – (MA - 4)</b>  (2 vacancies)	A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/Business Management which is recognized by the UGC.  <b>OR</b> Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post.
<b>Assistant System Administrative Officer – (MA – 4)</b>  (1 vacancy)	A Bachelor's Degree in Computer Science/ Computational Physics/ Information Technology which is recognized by the UGC.
<b>Assistant Computer Hardware Maintenance Officer – (MA – 4)</b>  (1 vacancy)	<p><b>(1 or 2 or 3 or 4 below)</b></p> <ol style="list-style-type: none"> <li data-bbox="654 815 1437 925">1. A Bachelor's Degree in Computer Science/ Information Technology/ Computational Physics which is recognized by the UGC.</li> <li data-bbox="654 956 1437 1142">2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 07, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in relevant field.</li> <li data-bbox="654 1174 1437 1360">3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in relevant field.</li> </ol> <p><b>AND</b></p> <p>At least five (05) years post qualifying experience in a relevant field in a government corporation, Board or a Reputed Statutory Institution.</p> <ol style="list-style-type: none"> <li data-bbox="654 1543 1437 1729">4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical /Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in relevant field.</li> </ol> <p><b>AND</b></p> <p>At least ten (10) years post qualifying experience in a relevant field in a government corporation, Board or a reputed statutory institution</p>

**Salary Scale**

**MA - 4** Rs. 37,970/- 10 x 755 - 15 x 930 - 5 x 1,135 = 65,145/- (*Initial Salary Point - Rs.37,970/-*)

**Age Limit**

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

06.

<b>Designation</b>	<b>Qualifications</b>
<b>Computer Hardware Technician – (MA 2-2)</b> <i>(1 vacancy)</i>	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the field of Computer Hardware issued by the Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
<b>Computer Systems Administrative Assistant – (MA 2-2)</b> <i>(1 vacancy)</i>	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the relevant field of issued by the Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
<b>Computer Network Administrative Assistant (MA 2-2)</b> <i>(1 vacancy)</i>	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the relevant field of Computer Networking issued by the Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
<b>Computer Hardware Maintenance Assistant (MA 2-2)</b> <i>(1 vacancy)</i>	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the field of Computer Hardware issued by the Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
<b>Systems Analyst/Programmer Assistant (MA 2-2)</b> <i>(1 vacancy)</i>	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the field of Computer Software issued by the Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

**Salary Scale**

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**MA 2-2** - Rs. 30,310/- 10 x 300 - 7 x 350 - 4 x 600 – 20 x 710 = 52,360/- (*Initial Salary Point*  
*Rs.30,310/-*)

**Age Limit**

Age should be not less than 18 years and not more than 45 years.

**Selection Criteria :** Structural Interview

**Other Benefit for the above posts**

- Loan Facilities
- Annual bonus subject to Treasury approval
- Medical Insurance

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

Attached application containing brief Bio-Data with copies of the Certificates and names and contact details of two non-related referees should be sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned on or before

**20.05.2024** 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.

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**Chairman/CEO  
Employees' Trust Fund Board  
P.O. Box. 807, 'Mehewara Piyasa'  
Narahenpita, Colombo 5.**