

Sri Lanka Foreign Employment Agency (Pvt) Ltd

1. **Recruitment to the Post of General Manager:**

The General Manager is the highest-level Executive Officer of the institution.

The General Manager is accountable and responsible for all the activities, and administrative and financial affairs of the institute who under the general direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the board as may be delegated by the board and provide leadership and encouragement to the staff of the institute, for excelling in official achievements and generation and transfer of technology.

1.1 Qualifications:

(1 or 2 below)

1. A Bachelor's Degree in Public Administration/ Human Resource Management/ Business Administration/ Commerce/ Marketing or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission

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 fifteen (15) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution after obtaining the first degree.

2. Full (Fellow) Membership of a recognized professional Chartered Institution in the related field to the post

AND

Minimum of fifteen (15) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

1.2 Age:

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

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 Confirmation:

An employee appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period.

1.8 Salary at Recruitment:

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

HM 1-3 - 2025 Rs. [152,500 - 15 x 4,100 - 214,000]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

Sri Lanka Foreign Employment Agency (Pvt) Ltd

1. Recruitment to the Post of Deputy General Manager:

Job Description:

The level of this position is a senior management position responsible to perform overall Administration, Finance functions, Business promotion functioning and Air Ticketing operations managing in the Institution with following and reporting to the General Manager. the Senior Manager will play a key role in supporting the executive team to ensure the efficient and effective function of the organization. this includes Market analyzing for the recruitment of Manpower and supplying to the global market, providing of Air tickets, Future Planning of the institute and functioning in the role of financial authorization. reporting to General Manager.

1.1 Qualifications:

(1 or 2 below)

1. A Bachelor's Degree in Public Administration/ Human Resource Management/ Business Administration/ Commerce/ Marketing or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission

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 Thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution, after obtaining the first degree.

2. Full (Fellow) Membership of a recognized professional Chartered Institution in the related field to the post

AND

Minimum of Thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

1.2 Age:

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

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 Confirmation:

An employee appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period.

1.8 Salary at Recruitment:

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

Sri Lanka Foreign Employment Agency (Pvt) Ltd.

1. Recruitment to the Post of Assistant Manager (Administration & Human Resources):

Job Description:

Assistant Manager / Manager (Administration & Human Resources)

Performing General Administration of the department and maintain the discipline of the staff and make arrangements for disciplinary inquires and to comply with the other formalities as and when that is needed.

Make sure all the purchases are made in accordance with approved procurement procedures within the financial authority delegated by the Board of Directors. Manage the fleet of vehicles of Sri Lanka Foreign Employment Agency (Pvt) Ltd (SLFEA) and safe keeping of all assets of the SLFEA.

The role involves handling recruitment processes, employee engagement, office administration, and ensuring HR and admin compliance.

Handling all procurement related functions.

Maintain personal files of all the staff, ensure that list of duties is issued for the staff. Monitor and manage attendance, overtime and subsistence of the staff. Computation of personal emoluments. Arrange staff welfare & training in consultation with the management.

1.1 Qualifications:

External Candidates:

A Bachelor's Degree in Public Administration/ Human Resource Management/ Commerce or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission

AND

A minimum of one (01) 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 mentioned above.
2. Completion of a minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

1.2 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.

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 **Qualifying date:**

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 **Confirmation:**

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

1.8 **Salary at Recruitment:**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

Sri Lanka Foreign Employment Agency (Pvt) Ltd.

1. **Recruitment to the Post of Assistant Manager (Marketing):**

Job Description:

Assistant Manager (Marketing) – Recruitment - 01

Assistant Manager (Marketing) – Air Ticket - 01

This Positions are responsible for promoting foreign employment opportunities for Sri Lankans and promotion air ticketing operations of the SLFEA.

The role involves negotiating with foreign agents, companies, and employers to secure job orders on favorable terms, liaising with Sri Lanka Missions overseas, implementing and expanding recruitment through MOUs and promotional activities, and finalizing essential documents such as Job Orders, Power of Attorney, and Agreements in consultation with the Chairman/GM.

The officer will also ensure that all commissions due on recruitment are accurately recorded in coordination with the Finance Division and promptly recovered from foreign agents and employers. In addition, the position entails planning and coordinating the procurement and issuance of air tickets in line with procurement guidelines, supervising the day-to-day operations of ticketing staff, and overseeing domestic and international ticket issuance, reissuance, refunds, and cancellations.

Assistant Manager/ Manager/Assistant Manager shall ensure the effective use of Global Distribution Systems (GDS) such as Amadeus, Galileo, or Sabre, maintain strong relationships with airlines and vendors, and ensure compliance with IATA/BSP/ARC guidelines to prevent Agency Debit Memo (ADM) issues, thereby contributing to business growth, operational efficiency, and international standards compliance.

1.1 Qualifications:

External Candidates:

A Bachelor's Degree in Marketing/ Business Administration/ Business Management/ Commerce or any other field relevant to the subject area of the post which is recognized by the University Grants Commission

AND

A minimum of one (01) 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 mentioned 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.

1.2 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.

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 **Qualifying date:**

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 **Confirmation:**

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

1.8 **Salary at Recruitment:**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

Sri Lanka Foreign Employment Agency (Pvt) Ltd.

1. **Recruitment to the Post of Marketing Officer:**

Job Description:

Marketing Officer – Recruitment

- Opening and maintaining master files for job orders which received from foreign principals.
- Corresponding with foreign principal and Sri Lankan Mission to obtain job orders for SLFEA favourable terms and conditions of Employments for Sri Lankans.
- Finalize the relevant documents such as Job Orders, Power of Attorney and Agreement etc.
- Make sure all the commission that are due on account of recruitment of the SLFEA are promptly recovered from the Foreign Agents/Companies/Employers.
- Preparing progress Report of the Division.

1.1 Qualifications:

External Candidates:

A Bachelor's Degree in Marketing/ Business Administration/ Business Management/ Commerce or any other field relevant to the subject area of the post which is recognized by the University Grants Commission.

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.
2. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non-Technological' (MA1-1) Grade II, in the subject area relevant to the post.

1.2 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.

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 Confirmation:

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

1.8 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

JM 1-1 - 2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 – 122,970]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

Sri Lanka Foreign Employment Agency (Pvt) Ltd.

1. Recruitment to the Post of Confidential Secretary to the Chairman

Job Description:

- Provide secretarial services to the Chairman and maintain the diary of the Chairman.
- Facilitate and prepare documents of Directors meetings. Maintain the general filing system and files of all correspondence related to the Chairman's operational activities.
- He/ She assists in the planning and preparation of meetings and provide word processing and secretarial support.
- He/she must receive, direct and relay telephone messages and fax messages Type confidential documents on a word processing system.

1.1 Qualifications:

External Candidates:

Educational:

- 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.

Internal Candidates:

Employees of the categories of Primary Level-Skilled and 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 with credit passes for four subjects including

- i. Sinhala/ Tamil
- ii. English language
- iii. Mathematics

Other:

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

1.2 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.

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 Confirmation:

An external candidate appointed to the Grade III of this category will be on probation for a period of three years from the date of assumption of duties. If his/her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he / she will be confirmed in the post at the end of the period of probation. The internal candidates who are already confirmed in their qualifying categories will be subjected to an acting period of one year.

1.8 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

MA 1-1-2025 Rs. [46,220 -10x540 -7x630 - 4x890 - 20x1,190 - 83,390]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

Sri Lanka Foreign Employment Agency (Pvt) Ltd.

1. Recruitment to the Post of Management Assistant - NON-TECHNOLOGICAL : - 05 Vacancies

Job Description:

- The level of this grade is to assist to the Management to implement the duties at the Division with 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 well - being of the institute.
- Preparation of payment check the credit period, supporting documents, relevant approvals according to Financial Authority, correct amount, correct name of payees, is the account payee.
- Collect the correct amount and issue the receipts, Deposit the daily collection to the company bank account on next immediate working day. Keep available daily collection in cash box and keep the cash box in safe till the cash is deposited to bank account.
- Safe keeping of all cheque books and counter files.
- Receipt according to the original bank slip check the computer printed amount, account number and name of the account printed in the original customer copy of the bank slip. Update receipts to system. Update and preparation of receipt details of customers.
- Welcoming the customers cordially, listening carefully and directing to relevant divisions according to their requirements.
- Providing correct information and proper guidelines to the service seeker. Transferring incoming calls to related division.

1.1 Qualifications:

1 External Candidates:

Educational:

- 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.

5.1.2 Internal Candidates:

Employees of the categories of Primary Level-Skilled and 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 with credit passes for four subjects including

- i. Sinhala/ Tamil
- ii. English language
- iii. Mathematics

Other:

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

Note: - Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

1.2 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.

1.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

1.4 Recruitment Procedure:

Recruitment will be done by calling for applications through a public advertisement or a newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

1.5 Structured Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

1.6 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 1.1, 1.2 and 1.3 before the closing date of applications.

1.7 Confirmation:

An external candidate appointed to the Grade III of this category will be on probation for a period of three years from the date of assumption of duties. If his/her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he / she will be confirmed in the post at the end of the period of probation. The internal candidates who are already confirmed in their qualifying categories will be subjected to an acting period of one year.

1.8 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Salary Code and the Monthly Salary Scale of the employee category:

MSD Circular No. 01/2025 dated on 25.03.2025

MA 1-1-2025 Rs. [46,220 -10x540 -7x630 - 4x890 - 20x1,190 - 83,390]

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.