



**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
(MINISTRY OF FOREIGN EMPLOYMENT)**



Vacancies

Sri Lanka Bureau of Foreign Employment (SLBFE) a statutory body functioning under the Ministry of Foreign Employment seeks to recruit dynamic, pro-active suitably qualified and experienced persons to fill the vacancies of following positions of the SLBFE.

Hostel Warden (JM1-2)

Qualifications:

- A Bachelor's Degree which is recognized by the U.G.C with 03 years experience as an executive in a recognized establishment.

Age:

- Should not be less than 22 years and not more than 45 years.

Salary Scale:

- JM1-2 Rs.43355-755x10-1135x18-71335

Research Officer(JM1-2)

Qualifications:

- A Degree with statistics / operational research / economics as a subject which is recognized by the U.G.C with 03 years experience in research work in an executive capacity in recognized establishment.

Age:

- Should not be less than 22 years and not more than 45 years.

Salary Scale:

- JM1-2 Rs.43355-755x10-1135x18-71335

Management Assistant (Non-Technical) (MA1-2)

Qualifications:

- Having passed the G.C.E.(O/L) examination in six (06) subjects in one sitting with credit passes for four subjects including
 - Sinhala / Tamil
 - English Language
 - Maths
- Having passed three subjects (other than the General paper) at G.C.E.(A/L) examination

Age:

- Should not be less than 18 years and not more than 45 years.

Salary Scale:

- MA1-2 Rs.27910-300x10-350x7-600x12-710x12-49080

General Conditions:

- The employment will be on permanent basis and salaries are paid for the selected candidates as per the salary conversion tables of the Circular No.02/2016 dated 25.04.2016 issued by the Department of Management Services
- The Bureau will contribute a sum equivalent to (15%) of the salary to the Employees' Provident Fund and 3% to the Employees Trust Fund

Other benefits applicable for the above positions

- The Selected candidates will be entitled to encashment of unutilized medical leave, annual bonus, loans (Distress, Vehicle), staff uniform and reimbursement of 2/3 of loan interest for Housing Loans and other benefit scheme implemented by SLBFE

Applicants presently employed in Government Establishment should send their applications through the respective heads.

Application with full details of qualifications, copies of certificates and the name and addresses / contact numbers of two non-related referees, should be forwarded to the Deputy General Manager (Administration & HR) by registered post on or before 14.10.2016. The candidates should indicate the post applied for on the top left hand corner of the envelop.

Applications received in the Deputy General Manager (Administration & HR) office after the closing date will not be entertained

Deputy General Manager (Administration & HR)

**Sri Lanka Bureau of Foreign Employment,
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