

## Administrative Officer –JM 1-1 (Non Executive) – 03 NOS

Status: Active Closing on: March 11, 2026

### Job Description

Independent Television Network Ltd., (ITN) is a premier media network in Sri Lanka which operates two TV channels (ITN and Vasantham TV) and two radio channels (Lakhanda and Vasantham FM) serving Sinhala and Tamil speaking communities along with the channel ITN Digital for social media activities.

The network also operates ITN Max-dedicated OTT streaming platform and has established the MMC-ITN Campus focused on digital education and media training.

Applications are invited for the following post of ITN from citizens of Sri Lanka possessing the following qualifications and experience.

### Qualifications

External Candidates

Educational Qualifications

A Bachelor's Degree in Human Resource Management / Public Administration/ Management/ Commerce which is recognized by the University Grants Commission of Sri Lanka

Internal Candidates Having obtained the qualifications required by the external candidates above.

OR

Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant- Non Technological' (MA 1-2) Grade II, in the subject area relevant to the post at Independent Television Network Ltd

### Age

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

### Salary Scale

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

### Salary at Recruitment

However till 01st January 2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the Management Services circular no 01/2025.

### Fringe Benefits

1. Cost of living allowance as approved by the Government
2. Monthly Attendance Incentive Allowance as per the company regulations.
3. Provision of transport facilities applicable as per the PED circular Nos. 01/2015 / 1/2015(i) & 1/2015 (ii) for posts of Salary scales HM 1-2 and HM 1-1
4. 24 hrs. Insurance coverage for accidents.
5. Provident Fund contributions 10% by employee and 15% by employer.
6. 3% contribution to the ETF by employer.

### General Conditions

1. Applications from those in Government Service, State Corporations or Statutory Boards should be forwarded through their Institutional Heads.
2. Applications indicating full particulars of Name, Address, Age, Academic/Professional Qualifications and Experience (with copies of all relevant educational certificates, Birth certificate and NIC) should be sent under registered cover to reach **Deputy General Manager (Admin & HR), Independent Television Network Ltd., Wickramasinghepura, Battaramulla** on or before **11th March 2026**. Please indicate the post applied for on the top left hand corner of the envelope.
3. The application can also be emailed to **itnadm@itn.lk** on or before **11th March 2026** along with the relevant Educational certificates, Birth certificate and the copy of NIC. The post applied should be stated in the subject line of the email.
4. Applications without copies of relevant Educational certificates, Birth certificate and NIC will be rejected.

CHAIRMAN  
INDEPENDENT TELEVISION NETWORK LTD.,  
WICKRAMASINGHEPURA,  
BATTARAMULLA.  
2026.02.27