



Ministry of Foreign Affairs, Foreign Employment and Tourism
Sri Lanka Foreign Employment Agency Pvt (Ltd.)



VACANCY ANNOUNCEMENT

Sri Lanka Foreign Employment Agency Pvt (Ltd) is a fully state-owned subsidiary company of Sri Lanka Bureau of Foreign Employment and it comes under the purview of Ministry of Foreign Affairs, Foreign Employment and Tourism.

Sri Lanka Foreign Employment Agency (Pvt) Ltd invites applications from dynamic, proactive, suitably qualified, and experienced candidates to fill the following vacancies. Experience in overseas job recruitment and Air ticket operations will be an added advantage.

List of Vacancies

S.No.	Post	No of Vacancies	Salary Scale	Age Limit	Qualification
01	General Manager	01	HM 1-3 – 2025 , Rs. (152,500 - 15x 4,100- 214,000.00)	should be not less than 35 years and not more than 55 years.	Required qualification and scope of work for each position can be downloaded from www.slfea.lk
02	Deputy General Manager	01	HM 1-1 - 2025 Rs. (140,640- 15 x 4,100 - 202,140)		

Salary:

According to the provisions of Management Services Circular No. 01/2025, entitlement to the above salary scale shall be effective from the date of appointment, and in line with the salary increments implemented in three phases, the salary applicable to the post for the relevant year of appointment, together with other government-approved allowances, shall be paid.

Other benefits

- Entitle to use a Vehicle with fuel
- Professional Allowance
- Cost of Living Allowance
- Attendance Allowance
- Medical Insurance

Method of the Selection

Short listed applicants based on the highest qualification and experience in the field, will be called for an interview and selection will be based on the performance at the interview.

Nature of Appointment

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

Method of Recruitment:

Candidates who fulfill the qualifications specified in this notice and secure the highest aggregate marks at an interview for evaluating the eligibility conducted by the Interview Board appointed by the appointing authority will be selected for recruitment to the relevant posts. The interview to evaluate eligibility will be held in conformity with the marking scheme as per the SOR (Scheme of Recruitment) approved by the Department of Management Services. The effective date of appointment will be determined by the Board of Directors of SLFEA.

General Requirements and Information

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well.
- The post applied for should be mentioned on the top left-hand corner of the envelope.
- The application form can be downloaded from the SLFEA web site (www.slfea.lk).
- Qualifications for each post can be downloaded from the SLFEA web site (www.slfea.lk).
- If selected, the candidate is responsible to assume duties at the date specified by SLFEA.
- The Sri Lanka Foreign Employment Agency (Pvt) Ltd reserves the right to fill or leave vacant the above posts
- The age limit will be considered as at the closing date of applications.

Interested candidates may submit their applications (Application of SLFEA), together with copies of all educational and professional qualifications and experience under registered post to the following address on or before 15th June 2026. Applications received after the closing date will be rejected.

Chairman,
Sri Lanka Foreign Employment Agency (Pvt) Ltd,
No. 12 Narahenpita Road, Nawala.
Tel: +94112807400. Fax: +94112808200 E-mail : gm@slfea.lk

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.