



MINISTRY OF FOREIGN AFFAIRS,
FOREIGN EMPLOYMENT AND TOURISM



SRI LANKA
CONVENTION BUREAU

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VACANCIES

Sri Lanka Convention Bureau (SLCB) which operates under the Ministry of Foreign Affairs, Foreign Employment and Tourism is a statutory institution which is entrusted with Meetings, Incentives, Conferences and Exhibitions (which is generally known as MICE in tourism industry). SLCB invites applications from qualified candidates for the following post.

Post of Assistant Manager - Procurement

External Candidates:

- Degree in Procurement / Supplies Chain Management / Business Administration / Commerce or a degree in any other subject field of the post recognized by the University Grants Commission (UGC)
- And
- Should have obtained at least one (01) year's post qualification experience in managerial level relevant to the post after obtaining the first degree

Internal Candidates

- Should have obtained the qualifications required for the above external candidates

Age:

- Should be not less than 22 years and not more than 45 years. (Maximum age limit will not be applicable to the internal candidates)

Salary Code and Service Category and Monthly Salary Scale (Applicable from 01.01.2025)

- **MM 1-2-2025:** Rs. (94,170 – 10 x 2,480 + 15 x 3,450 – 170,720)
- (Other allowances approved by the Government will be paid in addition to the above salary)

Other General Qualifications:

Every applicant;

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- Should bear an excellent moral character

Method of Applying:

Interested candidates **should self prepare an application (CV) and should send by registered post to the address given below within 14 days of publishing this advertisement along with copies of educational qualifications, certificates that prove the professional experience and other relevant certificates.** The caption “**Application for the Post of Assistant Manager – Procurement**” should be mentioned on the left top corner of the envelope containing the application.

Candidates already serving in Government Departments / Government Corporations / Statutory Boards should direct their applications through respective Heads of Departments / Institutions.

**Chairman,
Sri Lanka Convention Bureau,
4th Floor, Hotel School Building,
No. 78, Galle Road, Colombo 03.**