

Step In To The Next Level Of Your Success

VACANCY FOR MANAGER (HUMAN RESOURCES & ADMINISTRATION)

Sri Lanka Export Credit Insurance Corporation (SLECIC) is the sole Export Credit Agency in Sri Lanka which falls under the purview of the **Ministry of Finance**. We are in the business of providing information, support and protection by way of credit management solutions to Sri Lankan Exporters, Banks & Financial Institutions.

A dynamic highly proactive individual with excellent inter personal and communication skills to develop and implementing of human resources strategies to create an empowering business culture, add value to human capital, manage conflict and bring change at all levels of the organization.

Work on conjunction with the senior team to build leaders and careers to meet our growing business need.

Objective of the position:

Effective implementation of entire operational areas of human resource development policies & procedures and general administration of SLECIC.

Educational Qualifications:

- A degree from recognized university or equivalent educational qualification preferably in Business of Public Administration/ Human resources recognized by the UGC with a minimum of three years post qualifying experience.

or

- Passed finalists of chartered Institute of Personal Management of Sri Lanka (CIPM)/ Institute of Chartered Secretariat and Administrators of UK with three years post qualifying experience.

or

- Professional qualifications in Intermediate examination of chartered Institute of Personal Management of Sri Lanka (CIPM)/ Institute of Chartered Secretariat and Administrators of UK with three years post qualifying experience.

Skills & Professional Requirements:

- People oriented, Result driven, Proactive, Creative, and organized character
- Very good overall knowledge in industrial relations & labour laws.
- A good overall technical knowledge of the job and the ability to apply theoretical knowledge in practical situations.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Ability to effectively delegate tasks, follow up and maintain confidentiality of information.
- Excellent active listening, negotiation & presentation skills.
- Fluent in oral & written English.
- Computer literacy.
- Less than 40 years of age (The upper age limit stipulated above does not apply to employees who are presently employed in Public Sector Institutions).

Selected candidate will be placed on the MM 1-3 Category of Government sector with all government approved allowances.

Please forward your curriculum vitae clearly indicating the position applying in the subject line to hr@slecic.lk with names, addresses and contact details of two non-related referees or to reach us under **Registered Post** mentioning the position applying on the top left hand corner within 14 days of this advertisement. Applications will be treated confidentially and only short listed applicants will be contacted. Canvassing in any form will be a disqualification.



Chairman & Managing Director
Sri Lanka Export Credit Insurance Corporation
Level 4, NDB - EDB Tower, Telephone : 011 2307519
No 42, Nawam Mawatha, Fax : 011 2307515
Colombo 02. Web : www.slecic.lk

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VACANCIES FOR JUNIOR MANAGERS (MARKETING)

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As we continue to grow, we are looking for target driven, energetic and outgoing young individuals to our marketing team.

Job Role:

- Preparation and implementation of marketing action plans.
- Achieve individual marketing targets.
- Bring new business through best practices of customer relations.
- Organize and conduct SLECIC Brand Awareness and Brand Building events.
- Promote SLECIC products and services to present and potential clients.
- Regular client visits and identification of changing client needs, business trends & new leads.
- Follow up client inquires and provide effective client service.
- Establish, maintain and enhance the business relationships with existing and prospective clientele.
- Insight to development of new products.
- Willing to work long hours if required.

Prospective Candidate should:

- Possess a Degree in Marketing recognized by the UGC or full / part qualification in marketing from a recognized chartered institution.
- Experience in Data Mining, Content Writing & Digital Marketing is essential.
- Previous experience in similar capacity in insurance or financial sector would be an advantage.
- Excellent communication / presentation & inter interpersonal skills
- Have positive attitude, outgoing personality, Social networking and people's skills.
- Fluency in oral and written English.
- Target driven and should have a high mobility.
- Less than 35 years of age.

Selected candidates will be placed on the JM 1-3 Category of Government sector with all government approved allowances.

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Educational Qualifications:

- A degree from recognized university or equivalent educational qualification preferably in Business of Public Administration/ Human resources recognized by the UGC.

or

- Passed finalists / Professional qualifications in Intermediate examination of chartered Institute of Personal Management of Sri Lanka (CIPM)/ Institute of chartered Secretariat and Administrators of UK with one year post qualifying experience.

Skills & Professional Requirements:

- People oriented, Result driven, Proactive, Creative, and organized character
- Overall knowledge in industrial relations & labour laws.
- A good overall technical knowledge of the job and the ability to apply theoretical knowledge in practical situations.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Follow up and maintain confidentiality of information.
- Excellent active listening, negotiation & presentation skills.
- Fluent in oral & written English.
- Computer literacy.
- Less than 40 years of age (The upper age limit stipulated above does not apply to employees who are presently employed in Public Sector Institutions).

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VACANCIES FOR JUNIOR MANAGERS – (FINANCE)

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A dynamic highly proactive individual with excellent inter personal and communication skills to develop and implementing of Financial strategies.

Work on conjunction with the senior team to build leaders and careers to meet our growing business need.

Objective of the position:

Effective implementation of entire operational areas of financial strategies of SLECIC.

Educational Qualifications:

- A degree from recognized university or equivalent education qualification preferably in Finance recognized by the UGC.

or

- Passed finalists of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants of UK.

or

- Professional qualifications in Intermediate examination of Institute of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants of UK with two years post qualifying experience.

Skills & Professional Requirements:

- Result driven, Proactive, Creative, and organized character with soft skills.
- Very good overall knowledge in accounting standards/taxation ect.
- A good overall technical knowledge of the job and the ability to apply theoretical knowledge in practical situations.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Ability to effectively delegate tasks, follow up and maintain confidentiality of information.
- Excellent active listening, negotiation & presentation skills.
- Fluent in oral & written English.
- Computer literacy & experience in computerized accounting packages
- Less than 35 years of age (The upper age limit stipulated above does not apply to employees who are presently employed in Public Sector Institutions).

Selected candidate will be placed on the JM 1-3 Category of Government sector with all government approved allowances.

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VACANCY FOR INTERNAL AUDITOR

Sri Lanka Export Credit Insurance Corporation (SLECIC) is the sole Export Credit Agency in Sri Lanka which falls under the purview of the **Ministry of Finance**. We are in the business of providing information, support and protection by way of credit management solutions to Sri Lankan Exporters, Banks & Financial Institutions.

The Internal Auditor will be reporting to CMD/Board and will play an integral role in carrying out financial, operational, compliance and strategic reviews. This is high visibility role which provides an opportunity to gain a broad perspective across SLECIC

Objective of the position:

To provide assurance to management of the entity regarding the management of key risks and to provide independent & objective advice to management with regard to the Internal Controls.

Educational Qualifications:

- A degree from recognized university or equivalent education qualification preferably in Finance /Accountancy recognized by the UGC with a minimum of three years post qualifying audit experience.
or
- Passed finalists / Members of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants of UK with three years post qualifying audit experience.
or
- Professional qualifications in Intermediate examination of Institute of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants of UK with three years post qualifying audit experience.

Skills & Professional Requirements:

- Conduct reviews based on risk based annual plan
- Evaluate internal control systems, perform root cause analysis for identified deviations & suggest recommendations.
- Ensure sufficient internal controls, policies and procedures are implemented
- Drafting of audit findings & report to CMD/Board
- Perform follow-up reviews to monitor implementation of agreed action plan
- Engage in continuous update of Financial Regulations, Legislation & best practices
- Government audit experience would be an added advantage
- Fluent in oral & written English.
- Computer literacy & experience in computerized accounting packages.
- Less than 40 years of age (The upper age limit stipulated above does not apply to employees who are presently employed in Public Sector Institutions).

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VACANCY FOR MANAGER – (FINANCE)

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A dynamic highly proactive individual with excellent inter personal and communication skills to develop and implementing of Financial strategies.

Work on conjunction with the senior team to build leaders and careers to meet our growing business need.

Objective of the position:

Effective implementation of entire operational areas of financial strategies of SLECIC.

Educational Qualifications:

- A degree from recognized university or equivalent education qualification preferably in Finance recognized by the UGC with a minimum of three years post qualifying experience.
or
- Passed finalists / Members of Chartered Accountants of Sir Lanka / Chartered Institute of Management Accountants of UK with three years post qualifying experience.
or
- Professional qualifications in Intermediate examination of Institute of Chartered Accountants of Sir Lanka / Chartered Institute of Management Accountants of UK with five years post qualifying experience.

Skills & Professional Requirements:

- Result driven, Proactive, Creative, and organized character
- Very good overall knowledge in preparation & presentation of financial statements, accounting standards/taxation etc.
- A good overall technical knowledge of the job and the ability to apply theoretical knowledge in practical situations.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Ability to effectively delegate tasks, follow up and maintain confidentiality of information.
- Excellent active listening, negotiation & presentation skills.
- Fluent in oral & written English.
- Computer literacy & experience in computerized accounting packages.
- Less than 40 years of age (The upper age limit stipulated above does not apply to employees who are presently employed in Public Sector Institutions).

Selected candidate will be placed on the MM 1-3 Category of Government sector with all government approved allowances.

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VACANCIES FOR MARKETING ASSISTANT CUM TELEPHONE OPERATOR

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Job Role:

- Act as the first contact point for all visitors to the Organization including customers, vendors etc. and brief them and where necessary direct them efficiently to the required department/officer.
- Respond promptly and accurately to customer inquiries with extreme professionalism and route calls to relevant department/officer.

Prospective Candidate should:

- Preferably a female with strong interpersonal skills & computer literacy.
- Minimum four subjects passed at the GCE (A/L) examination.
- Minimum of one year work experience in a similar capacity is required.
- The ability to speak fluently in business English. Possess excellent communication skills with customer centric attitudes.
- Willingness to be multitasked.
- Ability to conduct duties efficiently with own initiatives.
- Age between 22-30 years.

Selected candidate will be placed in the MA 1-2 Category of Government sector with all government approved allowances.

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