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TOURISM! SRI LANKA

Sri Lanka Tourism Development Authority (SLTDA) is the government authority tasked with planning, development, regulation, and policy implementation of tourism and related industries.

The tourism sector is identified as a critical contributor to the national economy for the future. The sector also attracts some of the highest foreign direct investments and high-profile investor projects to the country.

Director, Human Resources & Premises Management

The Director, Human Resources & Premises Management at the SLTDA plays a pivotal role in overseeing and managing all aspects of human resource functions within the organization. This includes recruitment, training, performance management, and ensuring compliance with labor laws and regulations. The Director also collaborates with senior management to align HR strategies with the overall goals and objectives of SLTDA.

The Job

- Strategic leadership and management of human resources functions
- Recruitment, onboarding, and talent acquisition
- Formulation and implementation of disciplinary policies
- Employee relations and conflict resolution
- Performance management and appraisal systems
- Compliance with labor laws and regulations
- Development and execution of HR strategies aligned with organizational goals
- Workplace culture cultivation and employee engagement initiatives
- Training and professional development
- Collaboration with senior management on HR-related decision-making
- Timely conducting efficiency bar tests and promotion activities.
- Coordinating processes for salary revisions and administering various allowances for employees.
- Implementation of annual employee medical insurance scheme.
- Administration and oversight of staff welfare facilities.
- Responsible for the overall supervision and coordination of office administration function.
- Management and maintenance of transport function.

The Person

The Candidate should possess **A** or **B**

A.

A Bachelor's Degree in Human Resource / Public Administration / Business Management recognized by the University Grant Commission **WITH**

A Master's Degree in the relevant subject area or an Associate Membership of a recognized professional body appropriate to the subject area relevant to the post. **AND**

Possesses 15 years' experience in the relevant field in a "Management Level" position in Government, State Corporation, Statutory Board or a recognized Private Institution.

B.

Having full membership of a recognized professional body appropriate to the subject area relevant to the post **AND**

Possesses 15 years' experience in the relevant field in a "Management Level" position in Government, State Corporation, Statutory Board or a recognized Private Institution.

*Internal Applicants

Should possess one of the above qualifications required for an external applicant OR should possess minimum of five (05) years of satisfactory service in the relevant field in grade I of the Management Service (MM-1-2) service category.

Critical Skills and Experience

Previous experience in managing internal teams /external parties.

Should be a Team Player with Excellent Communication Skills (verbal & written)

Good in Analytical Skills, Problem Solving Skills and an Out-of-the-box thinker.

Age: Should not be less than 35 years and not more than 55 years. The maximum age limit is not applicable for the internal candidates.

Salary Scale: Rs. 80,295 - 15 x 2,270 - Rs. 114,345 (HM 1-1)

Initial Step - 80,295 /- + Cost of Living Allowance + Monthly Allowance

Benefits

- Comprehensive and attractive Medical Insurance Scheme covering the employee and family.
- Vehicle Allowance & Fuel Allowance
- Communication Allowance
- Professional Allowance
- Loan Facilities
- Training for Career Enhancement (Local & Foreign)

Interested candidates can obtain the application form via downloading from SLTDA website following the link: <https://www.sltda.gov.lk/en/careers>.

If you think that you are the right fit for the job, please send your filled application form along with the CV via registered post together with copies of certificates pertaining to academic/ professional qualifications, work experience and the names of two non-related referees to the undersigned on or before **05th February 2024**.

Please mention the position you are applying on the top left-hand corner of the envelope.

The candidates who are in the service of Government Department/ State Corporation/ Statutory Boards should submit their applications through the respective Heads of Department.

Chairman
Sri Lanka Tourism Development Authority
80, Galle Road
Colombo 03.