

Step In To The Next Level Of Your Career

VACANCIES

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

As we continue to grow and forge ahead, we invite outgoing individuals with strong interpersonal skills to be part of our esteemed organization.

01. Post of General Manager - HM 2-2 – Vacancy 01

Job Scope :- As the Chief Operating Officer (COO) of the corporation, The General Manager leads a team in implementing strategic directions of the Board, sets organizational goals and ensures overall success.

Educational Qualifications (1 or 2 below)

1. A Bachelor's Degree in Economics, Statistics or Mathematics, Business Administration, Commerce or any other relevant field which is recognized by the U.G.C.

WITH

A Postgraduate Degree in Economics, Statistics or Mathematics, Business Administration, Commerce or any other relevant field or Corporate Membership of a recognized professional institution in Management.

AND

At least 18 years' experience at a "Managerial Level" out of which 05 years of experience should be at Senior Management Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first Degree.

OR

2. A Bachelor's Degree in Economics, Statistics or Mathematics, Business Administration, Commerce or any other relevant field which is recognized by the U.G.C.

AND

PhD Degree in any relevant field.

AND

At least 05 years' experience at Senior Management Level with a proven track record and Management experience in a Corporation, Board or a reputed Mercantile Establishment.

Age : Should be not less than 35 years and not more than 55 years.

Salary Scale : HM 2-2 - 2025 Rs. [163,620 - 12x4,850-221,820] + All Government approved Allowances including Professional Allowance, Communication Allowance, Leave Encashment, Medical Benefits etc. (Including Corporation maintained vehicle and Driver)

Initially will be placed at the salary step of Rs.121, 200 as per the MSD Circular 01/2025.

02. Post of Deputy General Manager (Marketing) - HM 1-3 – Vacancy 01

Job Scope :-

- Collaborate with the Assistant General Manager Marketing and other senior executives to develop comprehensive marketing strategies aligned with the overall business objectives.
- Conduct market research and analysis to identify industry trends, consumer insights, and competitive landscape, and use this information to inform strategic decisions.
- Lead the planning, execution, and evaluation of marketing campaigns across multiple channels, including digital, traditional, and experiential.
- Develop creative concepts, messaging, and content that resonate with the target audience and effectively communicate the brand's value proposition.
- Collaborate with product management teams to develop go-to-market strategies for new products and services.
- Create product messaging and positioning strategies that highlight key features and benefits, and differentiate the offerings in the marketplace & R & D.

Educational Qualifications (1 or 2 below)

1. A Bachelor's Degree in Marketing, Business Administration, Business Management, Commerce or any other relevant field which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Master's Degree) in the relevant field or Associate Membership of a recognized Professional Chartered Institute, which is relevant in the subject area of the post

AND

Minimum of 15 years experience at a "Managerial Level" out of which 02 years of experience should be at Senior Management Level with a proven track record in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Fellow/Full Membership of a recognized Professional Chartered Institution in a related field of the post

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Age : Should be not less than 35 years and not more than 55 years.

Salary Scale: HM 1-3 - 2025 Rs. [152,500 - 15 x 4,100 - 214,000] + All Government approved Allowances, Professional Allowance, Communication Allowance, Leave Encashment, Medical Benefits etc. (Including Corporation maintained vehicle)

Initially will be placed at the salary step of Rs. 113, 556 as per the MSD circular 01/2025.

03. Post of Deputy General Manager-Operations (Export Credit Insurance) HM 1-3 – Vacancy 01

Job Scope :-

- Overall Supervision of all operational aspects of Underwriting, Claims & Recoveries.
- Implementation of action plans for all Credit Insurances & Guarantees.
- Supervision of timely generation of periodical MIS reports required by the Board of Directors.
- Guidance on the status reports score card and recommendations on higher Buyer Liability Limits.
- Supervision and guidance to ensure that the cross-functional integration is effectively used to optimize the departmental productivity.
- Liaised with international insurers.

Educational Qualifications (1 or 2 below)

1. A Bachelor's Degree in Economics, Statistics or Mathematics, Business Administration, Commerce, Accountancy, Law or any other relevant field which is recognized by the U.G.C

WITH

A Postgraduate Degree qualification (Masters' Degree) 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 15 years experience at a "Managerial Level" out of which 02 years of experience should be at Senior Management Level with a proven track record in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Fellow/Full Membership of a recognized Professional Chartered Institution in a related field to the post

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Age : Should be not less than 35 years and not more than 55 years.

Salary Scale : HM 1-3 - 2025 Rs. [152,500 - 15 x 4,100 - 214,000] + All Government approved Allowances, Professional Allowance, Communication Allowance, Leave Encashment, Medical Benefits etc. (Including Corporation maintained vehicle)

Initially will be placed at the salary step of Rs.113, 556 as per the MSD circular 01/2025.

04. Post of Assistant Manager (Marketing) MM 1-3 – Vacancy 01

Job Scope :

Create and execute marketing strategies, analyze market trends, collaborate with teams and drive campaigns to enhance brand visibility and achieve business objectives.

Educational Qualifications (1 or 2 below)

1. A Bachelor's Degree in Marketing, Business Administration, Business Management, Commerce, or any other relevant field which is recognized by the U.G.C.

AND

A minimum of one year post qualifying experience in the relevant field to the Post, after obtaining the first degree.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute of which the subject areas is relevant to the post and a minimum of one year post qualifying experience in the relevant field to the post

Age : Should be not less than 22 years and not more than 45 years.

Salary Scale : MM 1-3 - 2025 Rs. [96,650 - 10 x 2,480 - 15 x 3,450-173,200] + All Government approved Allowances, Professional Allowance, Communication Allowance, Leave Encashment, Medical Benefits etc.

Initially will be placed at the salary step of Rs. 75,143 as per the MSD Circular 01/2025.

05. Post of Junior Manager (Marketing) JM 1-2 – Vacancy 01

Job Scope : Support marketing initiatives assist in campaign execution, analyze data, coordinate projects and contribute to team efforts for the brand SLECIC Development and Growth.

Educational Qualifications :- (1 or 2 below)

1. A Bachelor's Degree in Marketing, Business Administration, Business Management, Commerce, or any other relevant field which is recognized by the U.G.C.

2. Having passed the Intermediate Examination of a recognized Professional Chartered Institute of which the subject areas is relevant to the post

Age : Should be not less than 22 years and not more than 45 years.

Salary Scale : JM 1-2 - 2025 Rs. [74,010-10X1, 360-18X2040-124,330] + All Government approved Allowances, Leave Encashment, Medical Benefits etc.

Initially will be placed at the salary step of Rs.59, 552 as per the MSD Circular 01/2025.

06. Post of Junior Manager (IT) – JM 1-2 Vacancy 01

Job Scope :- The Junior Manager (IT) is responsible for supporting the IT department and assisting with the management of various IT functions, projects, and teams. Junior Manager (IT) under the supervision of Manager (IT) to ensure the smooth operation of the organization's IT infrastructure and systems.

Educational Qualifications (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree in Computer Science, IT or any other relevant field which is recognized by the U.G.C.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training institute accepted by the Tertiary and Vocational Education Commission in the relevant field to the post.
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical / Vocational training institute accepted by the Tertiary and Vocational Education Commission in the relevant field to the post

AND

At least five (05) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Statutory Institution.

4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the relevant field to the post.

AND

At least ten(10) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Statutory Institution.

Age : Should be not less than 22 years and not more than 45 years.

Salary Scale : JM 1-2 - 2025 Rs. [74,010-10X1, 360-18X2040-124,330] + All Government approved Allowances, Leave Encashment, Medical Benefits etc.

Initially will be placed at the salary step of Rs.59, 552, as per the MSD Circular 01/2025.

07. Post of Junior Manager (Claims & Recoveries) JM 1-2 - Vacancy 01

Job Scope : Oversee the claims division, process and assess export credit insurance claims, collaborate with stakeholders and ensure efficient resolution of insurance related issues and recovery process of organization

Educational Qualification

A Bachelor's Degree in Law, Commerce, Accountancy, Finance or any other relevant field which is recognized by the U.G.C.

Age : Should be not less than 22 years and not more than 45 years.

Salary Scale : JM 1-2 - 2025 Rs. [74,010-10X1, 360-18X2040-124,330] + All Government approved Allowances, Leave Encashment, Medical Benefits etc.

Initially will be placed at the salary step of Rs. 59,552 as per the MSD Circular 01/2025.

08. Post of Personal Assistant to General Manager MA 1-2 - Vacancy 01

Job Scope : The role of a Personal Assistant (PA) to a General Manager involves providing administrative and personal support to the GM, ensuring that their day-to-day activities run smoothly and efficiently.

Educational Qualifications

1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
Sinhala /Tamil
English Language
Mathematics
2. Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination
3. Having obtained a NVQ Level 3 qualifications in secretarial practice.

Age : should be not less than 18 years and not more than 45 years.

MA 1-2 -2025 Rs. [46,220 -10 x540 – 7x630-12x1, 080-12x1, 280-84,350] + All Government approved Allowances, Leave Encashment and Medical Benefits etc.

Initially will be placed at the salary step of Rs. 40, 403 as per the MSD Circular 01/2025.

General Conditions

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

Applicants who are working in Government Departments, State Corporations & Statutory Bodies should forward their applications through their respective Heads of Institutions.

Applications for the above posts, with photocopies of relevant certificates along with 2 non related referees, should be sent by registered post addressed to the **"Chairman & Managing Director, Sri Lanka Export Credit Insurance Corporation, Level 4, NDB-EDB Tower, No. 42, Nawam Mawatha, Colombo 02"** to be received on or before **14th May 2025**. The post applied for should be mentioned on the top left-hand corner of the envelope.



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