



Sri Lanka

Sri Lanka Tourism Promotion Bureau

Ministry of Foreign Affairs, Foreign Employment & Tourism

VACANCIES

ASSISTANT DIRECTOR (HR & Administration)

01. Qualifications – External

A bachelor's Degree in Human Resources Management / Management/ Business Administration/ Business Management/ Management Studies/ Public Administration which is recognized by the U.G.C.

And

A minimum of 01 year post qualifying experience in the relevant field to the post, after obtaining the first degree.

02. Qualification - Internal (01 or 02 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post of the Junior Management (JM) category, in the subject area relevant to the post.

Salary

Rs. 73,436/= + Cost of Living + Professional allowance + Transport allowance+ communication allowance

Salary Scale

(MM 1-2 2025 Rs.(94,170 - 10 X 2480 - 15 X 3450 = Rs.170,720 According to the 2025 circular)

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

ASSISTANT DIRECTOR (Procurement)

01. Qualifications – External

A bachelor's Degree in Finance/ Commerce/ Accounting/Accounting & Finance/Commerce & Financial Management/ Supply and Chain Management/Logistic Management/ Operations Management which is recognized by the U.G. C.

And

A minimum of 01 year post qualifying experience in the relevant field to the post, after obtaining the first degree.

02. Qualification - Internal (01 or 02 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post of the Junior Management (JM) category, in the subject area relevant to the post.

Salary

Rs. 73,436/= + Cost of Living + Professional allowance + Transport allowance + communication allowance

Salary Scale

(MM 1-2 2025 Rs.(94,170 - 10 X 2480 - 15 X 3450 = Rs.170,720 According to the 2025 circular)

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

POST OF FINANCE OFFICER (Junior Manager)

01. Qualifications – External

A bachelor's Degree in Finance/ Commerce/ Accounting/Accounting & Finance/Commerce & Financial Management/ Business Management/ Business Administration/ Management / Management Studies / Management Accountancy which is recognized by the U.G. C.

And

Having passed the intermediate examination of a recognized professional chartered institute, of which the subject area is relevant to the post.

02. Qualification - Internal (01 or 02 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant- Non' Technological (MA 1) Grade II, in the subject area relevant to the post.

Post of Coordinating Officer (Marketing) (Junior Manager)

01. Qualifications – External

A bachelor's Degree in Marketing/ Marketing Management/ Management Studies/ Business Administration/Business Management/ Management/Travel and Tourism Management/ Tourism Management/ International Studies/ International Relation/ International Business / E-Tourism and Digital Marketing which is recognized by the U.G. C.

02. Qualification - Internal (01 or 02 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant- Non' Technological (MA 1) Grade II, in the subject area relevant to the post.

Salary

Rs. 59,552/= + Cost of Living + Transport allowance+ Communication allowance

Salary Scale

(JM 1-2 2025 Rs.(74,010 - 10 X 1,360 - 18 X 2,040 = Rs.124,330 According to the 2025 circular)

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

POST OF INTERNAL AUDIT OFFICER (Junior Manager)

01. Qualifications – External

A bachelor's Degree in Finance/ Commerce/ Accounting/Accounting & Finance/Commerce & Financial Management/ Business Management/ Business Administration/ Management / Management Studies / Management Accountancy which is recognized by the U.G. C.

And

Having passed the intermediate examination of a recognized professional chartered institute, of which the subject area is relevant to the post.

02. Qualification - Internal (01 or 02 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant- Non' Technological (MA 1) Grade II, in the subject area relevant to the post.

Salary

Rs. 59,552/= + Cost of Living + Transport allowance+ Communication allowance

Salary Scale

(JM 1-2 2025 Rs.74,010 - 10 X 1,360 - 18 X 2,040 = Rs.124,330/ According to the 2025 circular)

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Salary – Rs. 59,552/= + Cost of Living + Transport allowance+ Communication allowance

Salary Scale

(JM 1-2 2025 Rs.(74,010 - 10 X 1,360 - 18 X 2,040 = Rs.124,330 According to the 2025 circular)

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Additional Benefits

EPF contribution - 15% of salary, ETF contribution - 03% to of basic salary.

Application Procedure

Applications should include a curriculum vitae with names of two non-related referees Copies of birth certificate, National Identity card, Education Certificates and Service Certificates. Should be included with application.

POST OF PERSONAL ASSISTANT TO CHAIRMAN

01. Qualifications – External

Having obtain a bachelor's degree in a relevant field for the post which is recognized by the University Grants commission.

Or

Having obtained a Diploma/Higher Diploma (Course Duration should not be less than one (01) year) year in a relevant field for the post which five (05) years' experience in a field relevant to the post.

02. Qualification - Internal (01 or 02 below)

- Having obtained the qualifications required by the external candidates above.
- Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant- Non' Technological (MA 1) Grade II, in the subject area relevant to the post.

Salary – Rs. 59,552/= + Cost of Living + Transport allowance+ Communication allowance

Salary Scale

(JM 1-2 2025 Rs.74,010 - 10 X 1,360 - 18 X 2,040 = Rs.124,330/ According to the 2025 circular)

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

POST OF MANAGEMENT ASSISTANT

01. Qualifications – External

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

AND

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

02. Qualification – Internal

Employees of the categories of Primary Level – Skilled, Primary Level – Semiskilled and Primary Level – Unskilled who possess the following qualification are eligible to apply.

Having Passed the G.C.E.(O/L) examination in six subjects with credit pass for four subject including

- Sinhala/Tamil
- English Language
- Mathematics

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Salary

Rs. 40,403/= + Cost of Living + Transport allowance

Salary Scale

(MA 1-2 2025 Rs.46,220 - 10 X 540, 7 X 630, 12 X 1,080, 12 X 1,280 = Rs.84,350/= According to the 2025 circular)

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Applications should be sent only under registered post with the post applied for written on the top left hand corner of the envelop to reach the undersigned by on or before **22.07.2025**.

Incomplete applications received after the deadline will be rejected. Any complaints on applications being lost or delayed in post shall not be considered.

Any form of canvassing shall lead to application being disqualified.

Only shortlisted candidates shall be called for interviews.

**Chairman,
Sri Lanka Tourism Promotion Bureau
Lake House Building,
No.35, D.R.Wijewardhana Mawatha,
Colombo 10.
www.srilanka.travel**