



Vacancy Notice

Applications are invited from qualified Sri Lankan citizens for the following vacant positions in the Galle Heritage Foundation, which is governed by the Ministry of Buddhasasana, Religious and Cultural Affairs.

01. Director/Chief Executive Officer (MM 1 - 1)

Number of posts: 01

01.01 Qualifications - For External Applicants

Having obtained a degree from a university recognized by the University Grants Commission and served at an executive level position for 05 years after obtaining a degree.

01.02 Qualifications - For Internal Applicants

- (a) Having completed five (05) years of satisfactory service in the Junior Management (JM) Service Category, Grade I, of the Galle Heritage Foundation.
- (b) Must have a proven ability to directly manage diverse teams and have experience in effective management and optimal utilization of human resources.

2. Mandatory Qualifications

All salary increments must be earned on the due date during the qualifying period and no disciplinary punishment should not have been instituted during that period.

01.03 Salary Scale: Rs..91,690 -2,480 x 10 -3,450 x15 = 168,240

(As per Management Services Circular No. 01/2025 MM 1-1)

(According to the above circular, the basic salary for the year 2025 is Rs. 71,730/- per month. The cost of living allowance approved by the Treasury is Rs. 17,800/-).

01.04 Age

Should be not less than 22 years and not more than 45 years of age. The maximum age limit will not apply to internal applicants.

02. Administrative Officer (JM 1 - 1)

Number of posts: 01

02.01 Qualifications- for External Applicants

Possessing a degree from a recognized university and a minimum of 03 years of experience in the field of Human Resources Management in a government recognized institution after obtaining the degree.

02.02 Qualifications - For Internal Applicants

01. Passed G.C.E. (A/L) Examination in three (03) subjects and having not less than 05 years of satisfactory service in Grade I in the Management Assistant (Technical/Non-Technical) service categories.
or
02. Not less than (05) years of service experience in a position in the Project Assistant, Project Assistant (Accounts) service categories and five years of satisfactory service.

02.03 Salary Scale: Rs.72,650 - 1,360 x 10 - 2,040 x18 - 122,970

(As per Management Services Circular No. 01/2025 JM 1-1)

(As per the said circular, the basic salary is Rs. 58,615/- per month for the year 2025. The cost of living allowance Rs. 17,800/- approved by the Treasury is entitled)

02.04 Age

Should be not less than 22 years and not more than 45 years of age. The maximum age limit will not apply to internal applicants.

03. Accounts Officer (JM 1 - 1)

Number of posts: 01

03.01 Qualifications - For External Applicants

01. Should have obtained a degree from a university recognized by the University Grants Commission (Commerce/Management Accounting) or a four-year Higher National Diploma in Accountancy.

and

02. Passed the Intermediate at the Institute of Chartered Accountants of Sri Lanka (ICASL) or the Intermediate of the Chartered Institute of Management Accountants (CIMA) or the Intermediate of the Association of Chartered Certified Accountants (ACCA).

03.03. Eligibility - For Internal Applicants

Not less than five (05) years of experience and five years of satisfactory service at a position of Project Assistant, Project Assistant (Accounts) service categories.

03.02 Salary Scale: Rs. 72,650-1,360 x 10-2,040 x18 - 122,970

(As per Management Services Circular No. 01/2025 JM 1-1)

(According to the above circular, the basic salary for the year 2025 is Rs. 58,615/- per month. The cost of living allowance of Rs. 17,800/-approved by the Treasury is entitled).

03.03 Age

Must be not less than 22 years and not more than 45 years. The maximum age limit does not apply to internal applicants.

04. Security Guard (PL 1)

Number of posts: 03

04.01 Qualifications

Should have passed at least two subjects at the General Certificate of Education Ordinary Level Examination.

Having worked for more than 2 years in security service at a government or private institution.

04.02 Salary Scale: Rs.40,500-450 x 10 - 490 x 7-540 x 7-590 x15 = 62,530

(As per Management Services Circular No. 01/2025 PL 1) (As per the said circular, the basic salary for the year 2025 is 36,375/- per month. The cost of living allowance of Rs. 17,800/-approved by the Treasury is entitled).

04.04 Age

Should not be less than 18 years of age and not more than 45 years of age. The maximum age limit will not apply to internal applicants.

Other information related to the above positions

- (1) This is a permanent post with entitlement to the Employees' Provident Fund and to the Employees' Trust Fund.
- (2) Appointment to the post will be subject to a probationary period of 03 years from the date of appointment.
- (3) Method of Recruitment: A suitable candidate will be selected through a structured interview conducted by an interview panel appointed with the approval of the Board of Management of the Galle Heritage Foundation and the Secretary to the Ministry of Buddhasasana, Religious and Cultural Affairs.
- (4) The names, addresses and telephone numbers of two non-related referees to verify the applicant's identity should be mentioned in the application.
- (5) Applicants currently employed in Ministries/Departments, Provincial Council Services/State Corporations/Statutory Boards and Statutory Institutions should submit their applications through the Heads of the Institutions.
- (6) Application form can be downloaded from the official website of the Galle Heritage Foundation www.galleheritage.gov.lk.

Each applicant ;

- Must be a citizen of Sri Lanka.
- Should be of good physical and mental health to discharge the duties in the post well
- Should be of an excellent character.

Candidates who meet the qualifications for the above-mentioned posts should send their applications for the relevant category along with copies of certificates confirming their qualifications to the address below only by registered post before **21.12.2025** and the post applied for should be mentioned on the top left corner of the envelope. Applications that do not meet the required qualifications will be rejected without notice.

**Chairman,
Galle Heritage Foundation,
No. 12,
Rampart Street,
Fort, Galle.**

T.P. 091-2246784