



**MINISTRY OF TOURISM
SRILANKA TOURISM PROMOTION BUREAU**

VACANCIES

Management Assistant (Contract Basis)

Sri Lanka Tourism Promotion Bureau (SLTPB) is the official government body responsible for marketing and promotion of destination Sri Lanka globally. **Sri Lanka Tourism's vision for the year 2025** is to be recognized as the world's finest island for memorable, authentic and diverse experiences. The mission of the institute is to be a high value destination offering extraordinary experiences that reflect Sri Lanka's natural and cultural heritage, are socially inclusive and environmentally responsible, and provide economic benefits to communities and the country.

Individuals with excellent communication skills and a pleasing personality with a flair for customer care are invited to become part of the SLTPB team and contribute towards the country's path to uplift the tourism industry.

01. Management Assistants (on 01 year Contract for Tourist Information Centres)

The selected candidate will be assigned to the Tourist Information Centres of SLTPB and shall be assisting the tourists by providing necessary information.

Qualifications

Should pass the G.C.E. (O/L) examination in six (06) subjects in one sitting with Credit passes for four (04) subjects including, Sinhala/ Tamil, English Language, and Mathematics,
and

Should pass three (03) subjects at the G.C.E. (A/L) examination (other than the General Paper and/or the General English Paper).

Age Limit

Should be not less than 18 years and not more than 45 years.

General Requirement

- Excellent command of the English language.
- Fluency in foreign languages
- Exposure in a similar area.

Monthly Salary Scale

Rs. 27,910.00 + 7,800(Cost of living)

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 all relevant certificates should be enclosed with the application.

Applications should be sent under registered postage cover. Indicate the post applied for on the top left hand corner addressed to

**Chairman,
Sri Lanka Tourism Promotion Bureau,
No.80, Galle Road,
Colombo 03.**

Closing date for applications - **07th July 2023.**

Incomplete applications 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.

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