



**SRI LANKA**  
CONVENTION BUREAU

**MINISTRY OF TOURISM**  
**SRI LANKA CONVENTION BUREAU (SLCB)**

# VACANCY

Sri Lanka Convention Bureau (SLCB), which functions under the Ministry of Tourism and Lands, is a statutory body entrusted to develop Meetings, Incentive Travel, Conferences and Exhibitions and Events, commonly called MICE Tourism. SLCB is calling for applications from suitable candidates for the following position.

**POST OF GENERAL MANAGER - HM 2-2**

**External Candidates (1 or 2 below)**

01. A Bachelor's degree in Public Administration/ Finance/ Business Administration/ Management/ Law/ Social Science from a recognized university by the U.G.C.

And

Postgraduate Degree at Masters Business Administration/ Public Administration/ Tourism & Hospitality Management/ Science.

And

At least 20 years' experience in Managerial Level out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining the first degree.

OR

02. A Bachelor's degree in Public Administration/ Finance/ Business Administration/ Management/ Law/ Social Science from a recognized university by the U.G.C.

And

PhD Degree in Science/ Business Administration/ Finance/ Tourism or Marketing Field.

And

At least 05 years' experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

**Internal Candidates**

A minimum of five (5) years satisfactory service in a post in the Senior Manager (HM) category in the subject area relevant to the post.

And

A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

**Age :** Should be not less than 35 years and not more than 55 years as at closing date of applications. The upper age limit is not applicable for the internal candidates.

**Salary Scale (HM 2-2) 2016: Rs. 93,020 - 12 x 2,700 - 125,420/-**

Initial Step: Rs. 93,020/- + Cost of living allowance + other government approved allowances

**Other**

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well and serve in any part of the island
- Should be an excellent moral character

**Benefits**

- Comprehensive and attractive Medical Insurance scheme covering the employee and family.
- Loan facility
- Fuel and travelling allowance
- Telephone Allowance
- Professional Allowance

**List of Duties**

- Function as the Chief Executive Officer for achievements of Bureau's objectives.
- Function as the Chief Finance Officer of the Bureau.
- Preparation of short- and long-term plans of the Bureau in accordance with Tourism Master Plan and obtain the relevant approval.
- Organizing and Implementing plans with approval of the Board of Management.
- Supervision of Marketing, Research & Training functions of the Bureau
- Supervision of Administrative and Operational functions of the Bureau
- Monitor and Evaluate performance and make recommendations for future actions
- Ensure that all functions are carried out in accordance with rules and regulations
- Attending to local and overseas promotions and representing the Bureau as and when required
- Make decisions to coordinate with other tourism agencies & Tourism Associations whenever necessary
- Represent the Bureau at meetings, discussions, conferences and negotiate with other institutions in Sri Lanka and abroad whenever necessary.

Interested candidates can send the self-prepared application form together with copies of certificates pertaining to academic/professional qualifications, work experience and the names of two non-related references to the undersigned on or before **09<sup>th</sup> October 2024** by registered post.

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

Candidates who are in the service of Government Departments/State Corporations/Statutory Boards should submit their applications through the respective Heads of Department.

**Chairman,**  
**Sri Lanka Convention Bureau,**  
**4<sup>th</sup> Floor, Hotel School Building, No.78, Galle Road,**  
**Colombo 03.**