

VACANCY

IT ASSISTANT

Sri Lanka's Largest Government Owned Retail Chain

Purpose of Lanka Sathosa

As the largest retail business in Sri Lanka, we are committed to delivering quality products at affordable prices, making everyday living better for communities across the island. We proudly support SMEs by providing a trusted and hassle-free platform to grow their businesses, while building strong and direct connections between farmers and traders with minimal barriers. Guided by integrity, transparency, and respect, we foster a dynamic and supportive culture that empowers our employees and all stakeholders to grow and succeed together.

We are seeking talented individual to join the Lanka Sathosa Ltd family in the aforementioned position and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

Job Role

- IT Support & Troubleshooting – Provide technical support for hardware, software, and network issues to ensure smooth operations across the assigned region.
- System Maintenance & Upgrades – Maintain, update, and optimize IT systems, servers, and networks to ensure reliability and performance.
- Software & Application Management – Install, configure, and manage business applications; assist staff with software usage and issues.
- Data Management & Security – Ensure proper data backup, storage, and cyber security measures are in place for organizational information.
- Regional IT Coordination – Serve as the main IT point of contact for the assigned region, coordinating with head office for system implementations and IT policy compliance.

Qualifications :

External Candidates:

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Subjects of Sinhala/Tamil and Mathematics **And** Having passed three subjects (other than the General paper) at the G.C.E. (A/L) Examination.
- Undergraduates also encourage to apply (A bachelor's Degree in Information Technology (IT)/ Computer Science/ Software Engineering/ Information Systems or any other Degree relevant to the required fields)

Internal Candidates:

Having passed the G.C.E. (O/L) examination in six (06) subjects with Credit passes for four (04) subjects including subjects of Sinhala / Tamil and Mathematics **And** having completed a minimum of five (05) years satisfactory service in a permanent post under the Primary Level employee category.

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

Salary Code & Scale : (Salary Code MA 1-2 - 2025 and Salary Scale Rs.(46,220/= - 10 x Rs.540/= - 7x Rs.630/= - 12x Rs.1,080/= - 12 x Rs.1,280= - Rs. 84,350/=)

Salary & Other Allowance 2026 : Basic Salary: 43,312.00 and Cost of Living: 17,800.00

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

The Ideal Candidates should also:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.

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.

If you have the right qualifications and experience, please submit your CV with copies to email address

vacancies@lankasathosa.org within 10 days of this advertisement. (The post applied should be indicated in the Subject line of the email) (The organization will correspond only with the short listed candidates)