



**EMPLOYEES' TRUST FUND BOARD**  
(Under the purview of Ministry of Finance)



# VACANCY

The Employees' Trust Fund Board formed by Parliament Act No. 46 of 1980 and functions under the Ministry of Finance provides social security for members. It is the second largest superannuation fund in the country. The fund base is over **Rs. 380 Billion** and has 19 Regional Offices island wide. At present the contributing membership of the fund is approximately **2.8 million** and covers **83,000** Employers.

The Board wishes to recruit qualified and dynamic professional who is a citizen of the Sri Lanka to fill the following vacancy.

## **Deputy General Manager (Administration & Human Resources)- (HM 1-3)**

### **Qualifications and Experience**

A Bachelor's degree in Human Resources Management /B.Com/Sociology/B.Sc (Science Stream) /BA /LLB/ B.Sc. (Public Administration/Business Administration) from a university recognized by the U.G.C. and a postgraduate degree qualification (Masters') in the relevant field or Corporate Membership of a recognized relevant professional institution with minimum of 18 years post qualifying experience in Managerial Level out of which 03 years should be in the senior managerial level in a Corporation, Board or a reputed Mercantile Establishment.

**Salary Scale** - Rs. 86,865/- 15x2,270= Rs. 120,915/-

**Salary Point** - Rs. 86,865/-

**Age** : Age should be not less than 35 years and not more than 55 years

### **Key Job Responsibilities :**

- Develop creative practices and programs that identify, source, assess and hire the best talent to meet changing and evolving business needs;
- Formulate HR Policies, best practices, employee hand book.
- Execute the recruitment strategy effectively ensuring the right talent is ready at the right time and influence the entire recruitment process to provide direction on talent needs;
- Drive employee engagement in working with executive leadership to develop effective internal communications strategies, processes, tools, and training to promote morale and productivity;
- Coach and advise on a wide range of core human resource functions including organizational design, HR policies, and best practices;
- Lead the development and execution of Human Resources strategic and annual plans in alignment with the organizational goals, and mission;
- Ensure compliance with local laws and best practices in HR and administration procedures so that they are efficient, accurate, timely, and responsive.
- Oversee all matters relating to facilities and administration, including building lease, supply resource management.

### **Selection Criteria: Structural Interview**

The selected candidate is entitled to the Government approved cost of living allowance and other fringe benefits enjoyed by state organizations of similar status.

The other benefits enjoyed by the employees in above salary category of ETFB currently are:

- Annual Bonus
- Monthly Incentive on performance and attendance
- Medical Bills reimbursement (Routine and Hospitalization)
- Low interest housing and vehicle loans

In addition, a Vehicle and fuel allowance as per Public Enterprises Circulars would be provided.

Applications containing brief Bio-Data with copies of certificates and names and contact details of two non-related referees should be sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned on or before **29.03.2021**. Applications from employees in Govt Departments, Corporations, and Boards etc. should be forwarded through the Heads of such institutions, indicating whether the applicant can be released if selected.

**Chairman/CEO**  
**Employees' Trust Fund Board**  
P.O Box. 807, 'Mehewara Piyasa'  
Colombo 5.