



SLAASMB

Sri Lanka Accounting and Auditing Standards Monitoring Board

Career Opportunities

SLAASMB is the state regulatory and supervisory authority responsible for monitoring compliance with accounting and auditing standards by Specified Business Enterprises (SBEs) and their auditors in terms of the provisions of the Sri Lanka Accounting and Auditing Standards Act No. 15 of 1995. It is under the supervisory purview of the Ministry of Finance and funded by public funds. SLAASMB at present, is undergoing legal reforms to widen its scope and coverage to promote application and practice of accounting and auditing standards in the public interest.

An opportunity has arisen at the SLAASMB for a high standing and results-oriented Personal Assistant Director General (PA to DG).

PA to DG – JM 1-1

Providing personal executive level assistance to meet the needs of Director General's objectives, including coordination of meetings, secretarial functions, assisting the technical team in conducting inquiries, public awareness programs and other meetings

Qualifications and Experience

- **External** : (a or b below)

- (a) Having Obtained a Bachelor's degree in a relevant field for the post which is recognized by the University Grants Commission
- (b) Having obtained a Diploma / Higher Diploma (Course duration should not be less than one (1) year) in a relevant field for the post with five (05) years experience in a field relevant to the post.

- **Internal Candidates:**

Minimum of five (05) years satisfactory experience in the field of general clerical management duties in a post of the Management Assistant Grade II.

Age: Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Basis of employment and confirmation: An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his / her performance and conduct is satisfactory during the period of probation, he / she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

Monthly remuneration: As per the Management Services Circular No. 2/2016 dated 25 April 2016 for salary code JM 1-1 category plus incentive pay up to Rs.6,500/- per month.

Other benefits: Medical insurance and statutory entitlements

The applicant,

- i. Should be a citizen of Sri Lanka.
- ii Should be physically and mentally fit to discharge the duties of the post well.
- iii Should be of excellent moral character.

Selection Procedure: An interview to assess competence to perform the required functions

Expression of interest: Send a self-assessment of your suitability for the position applied for together with your curriculum vitae and details of two non-related referees, by post or email to reach the Director General, SLAASMB on or before 9 April 2023

Director General

Sri Lanka Accounting and Auditing Standards Monitoring Board

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