



VACANCIES

National Insurance Trust Fund (NITF) Board which comes under the purview of Ministry of Finance, Economic Stabilization & National Policies is a fully government owned entity responsible for implementation of schemes such as Agraphara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 16 years.

NITF seeks to recruit dynamic and self-motivated individuals to be appointed for the following positions.

1. INSURANCE OFFICER (JM 1-1)

External Candidates (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree / MSc/ MBA which is recognized by the University Grants Commission of Sri Lanka.

OR

2. Higher Diploma in insurance or any other relevant field which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum five years working experience in the relevant field.

OR

3. Diploma in insurance or any other relevant field which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum ten years working experience in the relevant field.

OR

4. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above

OR

2. Completion of minimum five (5) years satisfactory period of service in a post in the Management Assistant - Non Tech/Management Assistant -Tech Category in Grade II.

Salary Scale : JM 1-1 - 2016: Rs. [42,600- 10 x 755 - 18 x 1,135 - 70,580]

Age : 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.

2. ADMINISTRATIVE OFFICER (JM 1-1)

External Candidates (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree in Management/Administration or any other relevant degree which is recognized by the University Grants Commission of Sri Lanka.

OR

2. Higher Diploma in Management/Administration or any other relevant field which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum five years working experience in the relevant field.

OR

3. Diploma in Management/Administration or any other relevant field (NVQ Level 05) which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum ten years working experience in the relevant field.

OR

4. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post

Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above

OR

2. Completion of minimum five (5) years satisfactory period of service in a post in the Management Assistant - Non Tech/Management Assistant -Tech Category in Grade II.

Salary Scale : JM 1-1 - 2016: Rs. [42,600- 10 x 755 - 18 x 1,135 - 70,580]

Age : 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.

3. SECRETARY TO THE CHIEF EXECUTIVE OFFICER (JM 1-1)

1. A Bachelor's Degree which is recognized by the University Grants Commission of Sri Lanka.

OR

2. Higher Diploma in Secretarial Practice or any other relevant field (NVQ Level 6) which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum five years working experience in the relevant field.

OR

3. Diploma in Secretarial Practice or any other relevant field (NVQ Level 5) which is approved by the Tertiary and Vocational Education Commission or University Grants Commission of Sri Lanka with minimum ten years working experience in the relevant field.

OR

4. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above

OR

2. Completion of minimum five (5) years satisfactory period of service in a post in the Management Assistant - Non Tech/Management Assistant -Tech Category in Grade II.

Salary Scale : JM 1-1 - 2016: Rs. [42,600- 10 x 755 - 18 x 1,135 - 70,580]

Age : 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.

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

All applicants,

- Should be Sri Lankan Citizens.
- Should have mental and physical fitness to attend properly to the duties assigned to the post.
- Should be of excellent moral character.

Applications

- Application should be forwarded including Bio-Data, names and addresses of two non related referees, details of Educational Qualifications, Professional Qualifications and with copies of certificates in proof of the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through the Heads of Institutions.
- Relevant post **should be marked** on left hand top corner of the envelope containing applications.
- All applications should be addressed to Chief Executive Officer, National Insurance Trust Fund Board, No 95, Sir Chittampalam A Gardiner Mawatha, Colombo 02 by registered post to reach on or before **14.06.2023**. Late applications will be rejected.



Chief Executive Officer
National Insurance Trust Fund Board,
No. 95, Sir Chittampalam A Gardiner Mawatha,
Colombo 02.