



EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance)



VACANCIES

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 professionals who are citizens of the Sri Lanka to fill the following vacancies.

1. Assistant General Manager (Finance)- (HM 1-1)

Qualifications and Experience

A Bachelor's degree in Commerce/Accounting or Finance with appropriate subject combinations from a university recognized by the U.G.C. and a postgraduate degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute which is relevant to the subject area of the post and minimum of 10 years' experience at a Managerial Level in a Corporation, Statutory Board/Institution or a reputed Private institution.

Preference will be given for the candidates with;

- Two or more years audit experience in reputed firm of Chartered Accountants
- Exposure in finalization of Annual Reports, Corporate Plan etc.
- Exposure in finalization of monthly accounts in computerized accounting applications
- Good leadership skills to drive the subordinates to meet reporting timelines of the Organization
- Good team player with exceptional interpersonal skills
- Ability to perform work under pressure

Salary Scale - Rs. 80,295/- 15x2270/- = Rs. 114,345/-

Salary Point - Rs. 80,295/-

Age : Age should be not less than 35 years and not more than 55 years. (The upper age limit will not be applicable to the employees in Corporations/Boards/Statutory Bodies)

2. Investment Analyst - JM 1-1

Qualifications and Experience

Degree in Commerce/Management/ B.Sc. (Science)/ B.Sc (Business/Public Administration) with appropriate subject combinations which is recognized by the UGC.

Preference will be given to those who possess CFA full or part qualifications.

Expected Attributes:

Ability to conduct research in targets industries and companies to prepare investment appraisals, value company shares using different valuation models and techniques, conduct primary research to identify key industry driven factors, analyze financial statements of companies using different ratio analysis and techniques, engage in presentations in both Sinhala and English languages effectively, take initiative and meet deadlines under minimal supervision and work in MS Excel, Office, Word and Power Point.

Salary Scale - 42,600/- 10x755+18x1135/- Rs. 70,580/-

Salary Point - 42,600/-

Age : Age should be not less than 22 years and not more than 45 years. . (The upper age limit will not be applicable to the employees in Corporations/Boards/Statutory Bodies)

Selection Criteria: Structural Interviews for both posts

The selected candidates are 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 categories of ETFB currently are:

- Annual Bonus
- Monthly Incentive on performance and attendance
- Medical Bills reimbursement (Routine and Hospitalization)
- Housing and Vehicle loans at concessionary interest rates

In addition, a Vehicle and fuel allowance as per Public Enterprises Circulars would be provided to Assistant General Manager (Finance) in HM 1-1 category.

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 **15.11.2021**. (Please e-mail your application to mgrhr@etfb.lk as an advance copy) 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 ,23rd Floor, Mehewara Piyesa,

Colombo 05.