



MINISTRY OF TOURISM DEVELOPMENT, WILDLIFE AND
CHRISTIAN RELIGIOUS AFFAIRS
SRI LANKA CONVENTION BUREAU
POST OF GENERAL MANAGER

Applications are invited from suitably qualified candidates to fill the vacant post of General Manager in the Sri Lanka Convention Bureau functioning under the Ministry of Tourism Development, Wildlife and Christian Religious Affairs. The General Manager is the Chief Executive Officer reporting to the Chairman and the Board of Management of the Bureau. Further, the General Manager exercises and performs functions and duties as may be delegated by the Board and provides leadership to the staff to ensure that the Bureau's objectives are achieved. The position demands a very high degree of acumen to communicate with professionals both locally and internationally.

The Job :

- Advice the Chairman and the board with regard to the formulation of policies within the agreed upon framework.
- Communicate the approved policies of the Board to the heads of divisions & to provide necessary counseling guidance assistance and leadership to motivate them to achieve the recover targets
- Advice & Assist in the formulation of a corporate plan for the achievement of the objectives of the Bureau.
- To review the progress periodically & to provide the necessary feedback to the Chairman & the Board with regard to actual performance, shortfalls & to submit recommendation for remedial action.
- Formulation of proposals with regard to the budgetary requirements of the authority & to exercise necessary controls to ensure that expenditure is in conformity with the budgetary provisions & according to the financial regulations of the authority
- Draw up administrative and financial procedures in consultation with the Chairman and the Board.
- Responsible for dealing in all international affairs that are related to MICE tourism industry
- Responsible for building relationships with the industry/community, those who are directly involved with the MICE tourism industry
- Responsible for developing infrastructure facilities & product in order to generate more income to the tourism sector
- Make regulations prescribing code of conduct for venues with conference facilities and service providers of MICE tourism sector

Salary :

Salary Scale: Rs. 93,020 , 12 x Rs. 2,700 = Rs. 125, 420/- (HM 2-2)

Note : Salary scale mentioned is based on the scale published under MS circular 02/2016 which will be fully effective from 01.01.2020. Basic salary of Rs. 83,367/- will be paid initially at recruitment.

And all other allowances approved by the government along with Cost of Living allowance will be paid (according to the MSD circular 2/2016). The selected candidate will also be entitled to transport facilities as per standard government procedures

In addition

- 15% and 3% contribution for EPF and ETF respectively.
- Medical Insurance scheme can be benefited.

Qualifications:**Educational :**

i). A Bachelor's degree in Public Administration/Finance/Business Administration/ Management/Law/ Social Science from a recognized University by the U.G.C.

And

Post Graduate Degree at Masters Business Administration/Public Administration/ Tourism & Hospitality Management/Science

And

Experience :

At least 20 years' experience in Managerial Level out of which 05 years of experience should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed mercantile establishment after obtaining the first degree.

OR

ii).A Bachelor's degree in Public Administration / Finance /Business Administration/ Management / Law/Social Science from a recognized university by the U.G.C

And

PhD Degree in Science/ Business Administration /Finance /Tourism or Marketing Field.

And

At least 05 years' experience at Senior Managerial Level with a proven track record and management experience in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

Internal:

A Minimum of five (5) years satisfactory service in a post in the Senior Manager (HM) Category in the subject area relevant to the post.

And

A proven ability to lead and direct multi-disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Age:

Should be not less than 35 years and not more than 55 years. The Upper age limit will not be applicable the candidates in the public sector organizations, corporations and boards.

Applications giving full particulars together with copies of certificates pertaining to academic, professional qualifications, work experience, and the names of two non-related referees should be forwarded by registered post to **Chairman, Sri Lanka Convention Bureau, 4th Floor, Hotel School Building, 80 Galle Road, Colombo 3** within 10 days from the date of this advertisement. Please mark the **position applied for on the top left hand corner of the envelop.**

Any canvassing will be a definite disqualification.

*Chairman
Sri Lanka Convention Bureau
4th Floor , Hotel School Building
No.78, Galle Road
Colombo 03.*