



# **Industrial Development Board of Ceylon**

(Ministry of Industry and Entrepreneurship Development)



## **Vacancy**

**Industrial Development Board is a premier state sector organization set up by Act No. 36 of 1969, entrusted with the responsibility of encouraging, promoting and developing the Industrial Sector in Sri Lanka.**

**We are looking for experienced, result oriented and dynamic individuals who could accept the responsibilities mentioned below.**

**Applications are invited from Sri Lankan Citizens for the posts mentioned below.**

### **Post of Project Coordinator – SME Industrial Infrastructure Development - (Assignment Basis) – 02 Positions**

#### **Main Duties & Responsibilities**

01. Coordinating the establishment of industrial incubators. (knowledge of electrical, electronic and mechanical engineering will be an added advantage)
02. Establishment, development and supervision of sales centers.
03. Establishment and implementation of a new industrial projects in each of the 331 divisional secretariats.
04. Prepare project plans, progress reports, and board presentations.
05. Coordinate with government agencies, contractors and investors.
06. Ensure timely implementation of projects and compliance with project objectives.

### **Consultant – Key Performance Indicator, Goal Setting Preparation, Job Descriptions, Standards Operational Practices - (Assignment Basis)**

#### **Educational / Professional Qualifications**

1. A Bachelor's degree Management/ Engineering discipline which is recognized by the U.G.C.

**And**

Associate Membership of ICASL/CIMA/ACCA/IESL and MBA with Lean & Process Engineering knowledge minimum 2 years.

2. Excellent overall command of English/ Tamil Language.
3. Previous Experienced in 10 years.
4. Strong interpersonal & communication skills.

5. Computer Literate.

6. Marketing/ HR experience in service industry is an added advantage.

7. Ability to Manage client relationships and perform under deadlines.

**Salary** is negotiable.

**Age limit:** should be 50 - 60 years.