



# **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 post mentioned below.**

### **Post of Deputy Director General (Operations) – HM 1-3 - Contract Basis**

#### **Job Description**

1. Responsible for day-to-day operational functions of the Board
  - HR, Administration and Legal Affairs
  - Financial Management
  - Planning
2. Ensure smooth functioning of the Board by improving organizational, administrative and financial efficiency - Introduce productive tools and practices to ensure cost efficiency of the Board
  - supervise & advice for performance management of the staff
  - Recommend to the Board in consultation with Director General, the cost-effective methods identified by the Directors.
  - Advice on carrying out market surveys to identify market demand.
3. Recommend to the Board in consultation with Director General, Identified Income generating opportunities by Directors.
4. Monitor the coordination between divisional activities
5. Represent the Board on meetings and public events as advice by Director General and Chairman.
6. Any other duties assigned by the Chairman, Director General and the Board of Directors of the Board.

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

01. A Bachelor's degree in Science/Agriculture/Business Administration / Management/ Public Administration/Economics/Engineering/Commerce/LLB from a University recognized by the U.G.C

**And**

Postgraduate Degree (Masters) in Science/ Agriculture/Business Administration/ Management/ Public Administration/ Economics/ Engineering/ Commerce/ Law

**OR** Membership of ACA/FCA/ACMA/FCMA/ACCA/FCCA.

**And**

Minimum of 18 years' experience in Managerial Level out of which three (03) years should be at Senior Managerial level in a Corporation, Board or a reputed Mercantile Establishment.

**OR**

02. A Bachelor's degree in Science/Agriculture/Business Administration/Management / Public Administration/ Economics/ Engineering/ Commerce/ LLB from a University recognized by the U.G.C

**And**

Ph.D.Degree in Science/ Agriculture/ Business Administration/ Management / Public Administration/Economics/Engineering/Commerce/Law

**And**

At least 03 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 Ph.D.

**Salary:** Negotiable

**Age Limit:** Should be not less than 35 years and not more than 55 years.