



SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT AND TOURISM



Sri Lanka Bureau of Foreign Employment (SLBFE), a statutory body under the purview of the Ministry of Foreign Affairs, Foreign Employment and Tourism wishes to recruit dynamic, pro-active, suitably qualified and experienced persons to fill the vacancies of the following positions

❖ **Position** : **Information and Communication Technology Assistant**
[(Management Assistant - Technological/Technical) MA2-2]

❖ Available Vacancies :

Workstation	Available Vacancies
Head Office	12

❖ Qualifications :

Vocational:

Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, in Computer Programming / Information Technology issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

❖ Salary Scale : MA2-2-2025Rs.[50,540-10X540-7X630-4X1,080-20X1,280-90,270]

❖ Age : Should not be less than 18 years and not more than 45 years

❖ **Position** : **Management Assistant [(Non-Technological) MA1-2]**

❖ Available Vacancies :

Workstation	Available Vacancies
Head Office/ Airport Unit (Katunayake)/ Sahana Piyasa Welfare Center (Seeduwa)/ Training Center (Pannipitiya)	32
Airport Unit (Jaffna)/ District Center (Jaffna)	05
Migrant Resource Center (Ampara)	03
Migrant Resource Center (Vavuniya)	04
Migrant Resource Center (Anuradhapura)	01
District Center (Batticaloa)	05
District Center (Chilaw)	03
District Center (Polonnaruwa)	03
District Center (Trincomalee)	03
District Center (Kilinochchi)	02

❖ Qualifications : **Applicants who possess the following qualifications are eligible to apply.**

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala/Tamil, English Language and Mathematics
- b) Having passed three subjects (other than the General Paper) at G.C.E (A/L) examination

❖ Salary Scale : MA1-2-2025Rs.[46,220-10X540-7X630-12X1,080-12X1,280-84,350]

❖ Age : Should not be less than 18 years and not more than 45 years

❖ **Position** : **Driver [(Primary Level - Skilled) PL-3]**

❖ Available Vacancies :

Workstation	Available Vacancies
Head Office	08

❖ **Qualifications** : Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings

AND

Having obtained the license issued by the Commissioner General of Motor traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

❖ **Salary Scale** : PL3 -2025 Rs.[43,280-10X490-10X540-10X590-12X630-67,040]

❖ **Age** : Should not be less than 18 years and not more than 45 years.

❖ **Position** : **Office Aide [(Primary Level - Unskilled) PL-1]**

❖ Available Vacancies :

Workstation	Available Vacancies
Head Office/ Sahana Piyasa Welfare Center (Seeduwa)	14
Migrant Resource Center - Vavuniya	01
District Center (Batticaloa)	02
District Center (Jaffna)	01
Training Center (Kurunegala)	01

❖ **Qualifications** : Persons who have sat for the G.C.E (O/L) Examination

❖ **Salary Scale** : PL1 - 2025 Rs. [40,500-10X450-10X490-7X540-15X590-62,530]

❖ **Age** : Should not be less than 18 years and not more than 45 years.

❖ **General Conditions:**

- The employment will be on permanent basis and selected candidates would be placed on salary steps as per the instructions of MSD Circular No. 01/2025 dated 25.03.2025 issued by the Department of Management Services.
- The SLBFE will contribute a sum equivalent to 15% of the salary to the Employees' Provident Fund and 3% of the salary to the Employees' Trust Fund.

- ❖ Method of selection:
 - Information and Communication Technology Assistant and Management Assistant
On the results of a written competitive examination and/or a structured interview
 - Driver : By a structured interview and a trade test
 - Office Aide : By a structured interview

- ❖ Applicants must be willing to serve in any part of the island, based on service requirements, upon recruitment to the SLBFE.

Application submitting procedure

- Applicants are required to complete the information requested through the following online link on or before 03.06.2026, relevant to the position applied for.
<https://services.slbfe.lk/StaffRecruitment/Apply>
- In addition, applications prepared according to the attached specimen should be sent by registered post to the address given below on or before 08.06.2026.
- Employees of government institutions should submit their applications through the respective Heads of the Institutions

Non-compliance with the above instructions will result in the rejection of applications, and any applications received that do not adhere to these requirements will not be accepted.

Qualified applicants will be short listed and called for an examination and / or interview

Note : The above positions will be filled from both internal and external applicants, as decided by the Sri Lanka Bureau of Foreign Employment.

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