



**Ministry of Finance, Economic
Stabilization & National Policies**
National Insurance Trust Fund



Vacancies

National Insurance Trust Fund Board (NITF) which comes under the purview of Ministry of Finance, Economic Stabilization & National Policies is a fully government owned entity responsible for implementation of schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 18 years.

NITF seeks to recruit dynamic and self motivated individual to be appointed for the following positions.

1. Manager – General Administration & Operations (HM 1-2)

External Candidates :

1. A Bachelor's Degree in Human Resources Management , Business Management, Public Administration, Public Management or Commerce which is recognized by the University Grants Commission of Sri Lanka

With

A Postgraduate Degree qualification (Master's) 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 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

Internal Candidates (1 or 2 Below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post in the Manager Category Grade I (MM), in the subject area relevant to the post.

Salary Scale : HM 1-2 - 2016: Rs.[81,670 - 15 x 2,270 - 115,720]

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

The upper age limit will not apply to the internal candidates.

2. Assistant Manager – Agrahara (MM 1-2)

External Candidates :

A degree in Insurance & Risk Management, Business Administration, Business Management in Insurance, Commerce, Finance, Management or any other degree in the field of Finance and Insurance which is recognized by the University Grants Commission of Sri Lanka

AND

A minimum of one year post qualifying experience in the relevant field to the Post, after obtaining the first degree

Internal Candidates (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above
2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale : MM 1-2 - 2016: Rs. [54,550- 10 x 1,375 - 15 x 1,910 - 96,950]

Age : Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Nature of Appointment :

Permanent with entitlement to Employees` Provident Fund and Employees` Trust Fund

All applicants ;

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Should be of excellent moral character.

Applications :

- Application should be forwarded including Bio-Data, names and addresses of two non related referees, details of Educational Qualifications, Professional Qualifications and with copies of certificates in proof of the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post **should be marked** on left hand top corner of the envelope containing applications.
- All applications should be addressed to **Chief Executive Officer, National Insurance Trust Fund Board, No 95, Sir Chittampalam A. Gardiner Mawatha, Colombo 02** by registered post to reach on or before **11.07.2024**. Late applications will be rejected.



Chief Executive Officer
National Insurance Trust Fund Board,
No.95, Sir Chittampalam A Gardiner Mawatha,
Colombo 02.