

## Vacancies

Sri Lanka Export Credit Insurance Corporation (SLECIC), the only Export Credit Agency in Sri Lanka which falls under the purview of the Ministry of Finance, Economic Stabilization and National Policies. We are in the business of providing information, support and protection by way of credit management solutions to Sri Lankan Exporters, Banks & Financial Institutions.

As we continue to grow and forge ahead, we invite outgoing individuals with strong interpersonal skills to be part of our esteemed organization.

### 01. Post of Head of Marketing / Deputy General Manager (Marketing) - HM 1-3 - Vacancy 01

#### Job Scope :-

- Collaborate with the Assistant General Manager Marketing and other senior executives to develop comprehensive marketing strategies aligned with the overall business objectives.
- Conduct market research and analysis to identify industry trends, consumer insights, and competitive landscape, and use this information to inform strategic decisions.
- Lead the planning, execution, and evaluation of marketing campaigns across multiple channels, including digital, traditional, and experiential.
- Develop creative concepts, messaging, and content that resonate with the target audience and effectively communicate the brand's value proposition.
- Collaborate with product management teams to develop go-to-market strategies for new products and services.
- Create product messaging and positioning strategies that highlight key features and benefits, and differentiate the offerings in the marketplace & R & D.

#### Educational Qualifications (1or 2 below)

1. A Bachelor's Degree in Marketing, Business Administration, Business Management, Commerce or any other relevant field which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Master's Degree) in the relevant field or Associate Membership of a recognized Professional Chartered Institute, which is relevant in the subject area of the post

AND

Minimum of 15 years experience at a "Managerial Level" out of which 02 years of experience should be at Senior Management Level with a proven track record in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Fellow/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.

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

**Salary Scale : HM 1-3 - 2016 Rs. [86,865 - 15 x 2,270 = 120,915] + All Government approved Allowances including Professional Allowance, Communication Allowance + Leave Encashment, Medical Benefits, etc.**

**(Approximate monthly remuneration would be Rs.209,665 Including Corporation maintained vehicle)**

### 02. Post of Assistant General Manager - (Marketing) HM 1-1 - Vacancy 01

#### Job Scope :-

- Assist in the formulation and implementation of marketing strategies and plans to achieve company objectives.
- Develop and manage marketing budgets, ensuring cost-effectiveness and adherence to financial guidelines. Oversee the creation, execution, and optimization of marketing campaigns across various channels (digital, print, broadcast, etc.).
- Collaborate with the creative team to develop compelling marketing materials and content that align with brand messaging and objectives. Lead and manage the marketing team, providing guidance, support, and development opportunities to ensure high performance and engagement.
- Conduct regular team meetings to discuss progress, share insights and address challenges.
- Foster a collaborative and innovative team culture, encouraging creative thinking and continuous improvement

#### Educational Qualifications (1or 2 below)

1. A Bachelor's Degree in Marketing, Business Administration, Business Management, Commerce, or any other relevant field which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Master's Degree) in the relevant field or Associate Membership of a recognized Professional Institute, which is relevant in the subject area of the post

AND

Minimum of 13 years experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed private institution.

2. Fellow/Full Membership of a recognized Professional Chartered Institution in a related field to the post

AND

Minimum of 13 years experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a Reputed Private Institution

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

**Salary Scale : HM 1-1 - 2016 Rs. [80,295 - 15 x 2,270 - 114,345] + All Government approved Allowances including Transport, Professional Allowance, Communication Allowance + Leave Encashment, Medical Benefits etc.**

**(Approximate monthly remuneration would be Rs. 202,500).**

### 03. Post of Assistant General Manager (Claims & Recoveries) HM 1-1 - Vacancy 01

#### Job Scope :-

- Oversee the entire claims process, including intake, assessment, investigation, and resolution.
- Ensure timely and accurate processing of claims while adhering to company policies and regulatory requirements.
- Develop and implement efficient claims handling procedures to minimize processing time and costs.
- Review and analyze claim data to identify trends, patterns, and areas for improvement.
- Develop strategies to recover losses incurred by the organization, including subrogation, salvage, and other recovery methods.
- Coordinate with internal teams and external stakeholders, such as legal counsel and collection agencies, to pursue recovery efforts effectively.
- Monitor the progress of recovery activities and adjust strategies as needed to maximize results.
- Supervision on recoveries with the banks and exporters on payments of claims.
- Liaised with international reinsurers and debt recovery agencies.

#### Educational Qualifications :

1. A Bachelor's Degree in Law, Accountancy, Finance, Commerce or any other relevant field which is recognized by the U.G.C

WITH

2. A Postgraduate Degree qualification (Masters' Degree) in the relevant field or Associate Membership of a recognized Professional Institute, which is relevant in the subject area of the post.

AND

Minimum of 13years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

**(Attorney-at-Law with Claims and Recovery Experience would be an added advantage)**

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

**Salary Scale : HM 1-1 - 2016 Rs. [80,295 - 15 x 2,270 - 114,345] + All Government approved Allowances including Transport, Professional Allowance, Communication Allowance + Leave Encashment, Medical Benefits etc.**

**(Approximate monthly remuneration will be Rs.202,500).**

### 04. Post of Assistant General Manager - Operations (Export Credit Insurance) HM 1-1 - Vacancy 01

#### Job Scope :-

- Overall Supervision of all operational aspects of Underwriting, Claims & Recoveries.
- Implementation of action plans for all Credit Insurances & Guarantees.
- Supervision of timely generation of periodical MIS reports required by the Board of Directors.
- Guidance on the status reports Score Card and recommendations on higher Buyer Liability Limits.
- Supervision and guidance to ensure that the cross-functional integration is effectively used to optimize the departmental productivity.
- Liaised with international insurers

#### Educational Qualifications (1or 2 below)

1. A Bachelor's Degree in Law, Economics, Statistics or Mathematics, Business Administration, Accountancy, Commerce or any other relevant field which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Master's Degree) in the relevant field or Associate Membership of a recognized Professional Institute, which is relevant in the subject area of the post

AND

Minimum of 13 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Fellow/Full Membership of a recognized Professional Chartered Institution in a related field to the post

AND

Minimum of 13 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a Reputed Private Institution.

**(Attorney- at -Law with Insurance background would be an added advantage).**

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

**Salary Scale : HM 1-1 - 2016 Rs. [80,295 - 15 x 2,270 - 114,345] + All Government approved Allowances including Transport, Professional Allowance, Communication Allowance + Leave Encashment, Medical Benefits etc.**

**(Approximate monthly remuneration would be Rs. 202,500).**

### 05. Posts of Management Assistant MA 1-2 (04 Vacancies in the following Departments)

- Receptionist cum Telephone Operator
- Credit Insurance Operations Department
- Claims & Recoveries Department
- Sales & Marketing Department

#### Educational Qualifications :

- a) Having passed G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
  - i. Sinhala/ Tamil
  - ii. English language
  - iii. Mathematics

AND

- b) Having passed three subjects (other than the General Paper) at the G.C.E (A/L) examination.

AND

- c) Having obtained a NVQ 3 level Computer Qualifications

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

**Salary Scale: MA 1-2 - 2016 Rs. [27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080] + All Government approved Allowances + Leave Encashment, Medical Benefits etc.**

**(Approximate monthly remuneration would be Rs.50,710).**

### 06. Posts of Drivers PL 3 - 02 Vacancies (Contract Basis)

#### Educational 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. Experience in driving cars/SUVs would be an added advantage.

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

**Salary Scale: PL 3 - 2016 Rs. [26,290 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - 39,490] + Cost of Living Allowance.**

**(Approximate monthly remuneration would be Rs.49,090)**

#### General Conditions :

##### Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post
- Should work long hours when works demand.
- Should be of excellent moral character.

Applicants who are working in Government Departments, State Corporations & Statutory Bodies should forward their applications through their respective Heads of Institutions.

Applications for the above posts, with photocopies of relevant certificates along with 2 non-related referees, should be sent by registered post addressed to the "**Chairman & Managing Director, Sri Lanka Export Credit Insurance Corporation, Level 4, NDB-EDB Tower, No. 42, Nawam Mawatha, Colombo 02**" to be received on or before **24th June 2024**. The post applied for should be mentioned on the top left-hand corner of the envelope.



Chairman & Managing Director  
Sri Lanka Export Credit Insurance Corporation  
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No 42, Nawam Mawatha, Fax : 011 2307515  
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