



## **TEA EXPORTERS ASSOCIATION**

# **POST OF SECRETARY GENERAL**

We are looking for a dynamic and energetic person to manage the secretariat of the Tea Exporters Association, the apex private sector body of the tea exporters of Sri Lanka. The Tea Exporters Association consists of more than 60 member companies and accounts for more than 80% of Sri Lanka's tea exports.

**The ideal candidate should have experience in one of the following sectors:**

- **Public Sector:** such as the Sri Lanka Tea Board, Export Development Board, Department of Commerce, Ministry of Plantation Industries, etc.  
OR
- **Private Sector:** in a tea export, brokering, or producing company, etc.  
OR
- **Trade Chambers/Associations:** such as trade chambers, trade associations, etc.

**Requirements:**

- University degree or equivalent educational qualification.
- Good communication skills in both English and Sinhala.
- Strong interpersonal and stakeholder management skills.
- Ability to manage multiple responsibilities.
- At least 20 years of experience in a similar capacity.
- Ability to work independently.

**Responsibilities:**

- Managing the secretariat of the association under the guidance of the Chairman.
- Addressing common issues of the members with assistance from relevant state and private sector agencies.
- Representing the association at various forums, both public and private sector.
- Organizing all meetings of the association and preparing minutes.
- Compiling the monthly newsletter.
- Disseminating industry-related information among the membership.
- Maintaining and regularly updating the website.
- Handling all correspondence and reports.
- Liaising with association accountants, tax consultants, company secretaries, and auditors.

Interested applicants may email their CV to [admin@teasrilanka.org](mailto:admin@teasrilanka.org) on or before 15th September 2024.