



# INDEPENDENT TELEVISION NETWORK LTD

## VACANCIES

Applications are invited for the following posts from citizens of Sri Lanka possessing the following qualifications and experience. These appointments will be on contract basis & will be considered for permanency depending on performance.

### MANAGER (ADMINISTRATION) - EXECUTIVE (MM 1-1)

#### Qualifications & Experience:

A Degree from a recognized University with a minimum of eight (08) years experience in Human Resource Management / Administration in a recognized establishment at Executive Level.

OR

A Diploma in Human Resource Management from a recognized Institution and pass in GCE (A/L) examination with ten (10) years experience in Human Resource Management / Administration in a recognized establishment at Executive Level.

OR

Pass in GCE (A/L) Examination and a credit pass for English Language at GCE (O/L) Examination with 12 years experience in Human Resource Management and Administration in a recognized establishment at Executive Level.

AND

Competency in Sinhala / Tamil language and very good working knowledge of English language is essential. Experience in foreign training co-ordination, tender procedures, vehicle fleet management etc. will be an added advantage.

Candidate with a MBA or postgraduate qualification in HRM from a recognized university/institute will be given preference.

Age : Above 35 years

Salary Scale : MM 1- 1 - Rs. 53,175/- 1375x10 - 1910x15 - Rs. 95,575/-  
(In terms of the Mgt. Services Circular No. 02/2016 this salary scale is effective from 01.01.2020)

### ASSISTANT MANAGER (ADMINISTRATION) - EXECUTIVE (MM 1-1)

#### Qualifications & Experience:

A Degree from a recognized University with a minimum of five (05) years experience in Human Resource Management / Administration in a recognized establishment out of which at least three (3) years should be at Executive Level.

OR

A Diploma in Human Resource Management from a recognized Institution and pass in GCE (A/L) Examination with ten (10) years experience in Human Resource Management / Administration out of which at least 5 years should be at Executive Level.

OR

Pass in GCE (A/L) Examination and a credit pass for English Language at GCE (O/L) Examination with 12 years experience in Human Resource Management / Administration out of which 7 years should be at executive level in a recognized establishment.

AND

Competency in Sinhala / Tamil language and very good working knowledge of English language is essential.

Age : Above 35 years

Salary Scale : MM 1- 1 - Rs. 53,175/- 1375x10 - 1910x15 - Rs. 95,575/-  
(In terms of the Mgt. Services Circular No. 02/2016 this salary scale is effective from 01.01.2020)

#### FRINGE BENEFITS:

1. Vehicle maintenance allowance & Fuel allowance
2. Annual Bonus and Monthly Attendance Incentive Allowance
3. 24 hrs Insurance coverage for accidents
4. Encashment of unutilized sick leave
5. Comprehensive Health Insurance Cover including family members / Reimbursement of medical expenses
6. Provident Fund contributions 10% by employee and 15% by employer
7. 3% contribution to the ETF by employer.

#### GENERAL CONDITIONS:

1. Applications from those in Government Service, State Corporations or Statutory Boards should be forwarded through their Institutional Heads.
2. The age limit will not apply in respect of the applicants from Government Service, State Corporations or Statutory Boards those who send their applications through Institutional Heads.
3. Applications indicating full particulars of Name, Address, Age, Academic / Professional Qualifications and experience (with copies of all relevant certificates) should be sent under registered cover to reach the **Deputy General Manager (Administration), Independent Television Network Ltd., Wickramasinghepura, Battaramulla** on or before **22nd February 2017**. Please indicate the post applied at the top left hand corner of the envelope.

**CHAIRMAN**  
**INDEPENDENT TELEVISION NETWORK LTD.,**  
**WICKRAMASINGHEPURA,**  
**BATTARAMULLA.**

08th February 2017