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நலன்புரி நன்மைகள் சபை
WELFARE BENEFITS BOARD



Ministry of Finance, Planning and Economic Development
VACANCIES

Applications are invited from suitably qualified and experienced citizens of Sri Lanka for the following vacancies in the Welfare Benefits Board established under the Ministry of Finance, Planning and Economic Development. **Please note that cadre positions will be filled only at the Colombo Head Office.**

No	Position	No. of vacancies	Qualifications
01	Deputy Commissioner of Welfare Benefits (Finance Management) MM-1-3	02	<u>Qualification & Experience</u> <u>External Candidates (1 or 2 Below)</u> 1. A Degree in Accountancy, Finance Management, Commerce, Business Studies, or any other degree relevant to the subject area of the post which is recognized by the University Grant Commission AND A minimum of four years post qualifying experience in the relevant field to the Post, after obtaining the first degree. OR 2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum four (04) year post qualifying experience in the relevant field to the post. <u>Internal Candidates (1 or 2 below)</u> 1. Having obtained the qualifications required by the external candidates above. OR 2. Completion of minimum three (03) years satisfactory service in a post in the MM1-1 Category, in the subject area relevant to the post. Salary Scale: - 96,650 - 10 x 2,480 - 15 x 3,450 – 173,200 (MM 1-3) Basic Salary Step: - Rs.85,896/- (As per Schedule 11 of DMS Circular No. 01/2025) (Approved government Allowances + Communication facilities according to the Treasury Circulars)

			<u>Duties and Responsibilities</u> • Making arrangements for the payment of allowance to nearly 02 million beneficiaries who are eligible to receive welfare benefits every month from their accounts • Kidney Support, Elderly Allowance, Disability Allowance recipients through their accounts making payment. • Preparation of monthly payment reports related to the due payments every month and follow-up whether the respective beneficiaries are receiving the allowances • Dealing with new requests related to bank account transfers • When there are reports of receiving offers by concealing information, to investigate the matter and take necessary steps to stop the offers • In cases where the allowances have been received in a fraudulent manner, making arrangements for the recovery of the said money, making the necessary coordination with the banks regarding giving the above allowances • Maintaining close coordination with District Secretariats, Divisional Secretariats regarding payment of benefits • Presentation of annual statistics to inform the Board of Directors regarding financial management • Conducting procurement activities as required
02	Assistant Commissioner of Welfare (Communication) MM-1-1	01	<u>Qualification & Experience</u> <u>External Candidates</u> 1. A degree in Mass Communication, Marketing. Project Management, Business Administration or any other degree relevant to the subject area of the post which is recognized by the University Grant Commission AND A minimum of one year post qualifying experience in the relevant field to the post, after obtaining the first degree. <u>Internal Candidates</u> 1. Having obtained the qualifications required by the external candidates above. Salary Scale:- . 91,690 - 10 x 2,480 - 15 x 3,450 - 168,240 (MM 1-1) Basic Salary Step:- Rs.81,710/- (As per Schedule 11 of DMS Circular No. 01/2025) (Approved government Allowances + Communication facilities according to the Treasury Circulars) <u>Duties and Responsibilities</u>

			• Involving all the relevant government officials to inform about gathering the necessary information about the relief program and calling the meetings. • To create awareness among the general public and the beneficiaries and to prepare and publicize the programs involving all media (audio, video and print). • Preparing program reports related to the Aswesuma program and disseminate them to the public • Informing the general public, beneficiaries, government officials, journalists and social media about the changes made from time to time • Demonstrated expertise in developing and implementing innovative and creative communication strategies at the institutional Level
03	Internal Auditor	01	<u>Qualification & Experience</u> <u>External Candidates (1 or 2 below)</u> 1. A degree in Accountancy, Finance Management, Commerce, Business Studies, or any other degree relevant to the subject area of the post which is recognized by the University Grants Commission AND A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree. 2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum one year post qualifying experience in the relevant field to the post. <u>Internal Candidates</u> 1. Having obtained the qualifications required by the external candidates above. Salary Scale:- . 91,690 - 10 x 2,480 - 15 x 3,450 - 168,240 (MM 1-1) Basic Salary Step:- Rs. Rs.81,710/- (As per Schedule 11 of DMS Circular No. 01/2025Advertisement) (Approved government Allowances + Communication facilities according to the Treasury Circulars) <u>Duties and Responsibilities</u> • Checking whether the work of the department is done in accordance with the financial regulations, organization code, guidelines and circulars. • Preparation of annual internal audit plan.

			• Conducting audit and management committee meetings. • Submission of audit reports including preliminary evaluation reports. • Checking the activities of the Accounts Department including Appropriation Account, Advance B Account and Deposit Accounts. • Evaluating the effectiveness of internal audits and controls. • Determining the accuracy of the department's financial records. • Checking the success and quality of staff performance. • Checking the security of government property and assets owned by the department. • Providing necessary information and assisting the relevant officials for the inspections carried out by the Auditor General's Department related to this department. • Perform other duties as may be assigned by the Director General from time to time.
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Age limits:

Deputy Commissioner of Welfare Benefits, Assistant Commissioners of Welfare and Internal Auditor-

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

General Conditions: -

- ❖ 8% of the salary has to be contributed to the Employees' Provident Fund (EPF), and the Welfare Benefits Board will pay 12% as government contribution. Further, a contribution of 3% to the Employees' Trust Fund (ETF) is paid by the Welfare Benefits Board.
- ❖ Appointments will be made purely in the order of merit at the interview.
- ❖ These positions are permanent. The posts are subject to a probationary period of 03 years before being made permanent.

Monthly Remuneration:

- ❖ MM 1-3 - 2025 Rs. [96,650 - 10 x 2,480 - 15 x 3,450 – 173,200] + Government approved allowances,
- ❖ MM 1-1-2025 Rs. [91,690 – 10 x 2,480 - 15 x 3,450 – 168,240] + Government approved allowances, 8% of the salary has to be contributed to the Employees' Provident Fund and the Welfare Benefits Board will pay 12% as government contribution. Further, a contribution of 3% to the Employees' Provident Fund is paid by the Welfare Benefits Board.
- ❖ Application form can be downloaded from following web sites:
- ❖ <http://www.treasury.gov.lk/web/ministry-of-finance/vacancies>
- ❖ <https://www.wbb.gov.lk/web/si/jobs>
- ❖ The post applied for should be written on the top left-hand corner of the envelope which contains the application and should be sent to the **Commissioner, Welfare Benefits Board, J.R. Jayewardene Center, No 191, Dharmapala Mawatha, Colombo 07.** by **registered Post on or before2026.10.05**
- ❖ Applicants from public/corporate sector organizations should channel their applications through the respective Heads of organizations. Late applications, incomplete or applications received after closing date will be rejected.

- ❖ If an applicant is applying for more than one post, applications should be submitted in separate envelopes along **with copies of certificates for each post**.
- ❖ The Chairman of the Welfare Benefits Board will reserve all rights of this advertisement with respect to cancelation of the advertisement, modification, alteration or shortlisting candidates.

Commissioner

Welfare Benefits Board

Ministry of Finance, Planning and Economic Development.