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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	Additional Commissioner of Welfare Benefits (Administration) HM -1-1	01	<u>Qualification & Experience</u> <u>External Candidates:</u> 1. A Bachelor's Degree in Public Administration, Human Resource Management, Business Administration, Law, Sociology, Development Studies or any other degree relevant to the subject area of the post which is recognized by the University Grants Commission. WITH A Postgraduate Degree qualification (Masters') in the relevant field or full Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post AND Minimum of thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree. <u>Internal Candidates: (1 or 2 below)</u> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of minimum ten (10) years satisfactory service in a post in the Manager Category (MM 1-3) in the subject area relevant to the post. WITH A Postgraduate Degree qualification (Masters') in the relevant field or full Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

			Salary Scale: - HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140] Basic Salary Step: - Rs. 123,019/- (as at 01.01.2026 – in accordance with Schedule 11 to DMS Circular No. 01/2025) (Approved government Allowances + Communication facilities according to the Treasury Circulars) <u>Duties and Responsibilities</u> - Ensuring the Board has the human capital, legal framework, and physical infrastructure to execute its national mandate. - Executive HR Strategy: Oversee recruitment, performance management, and disciplinary control for all WBB staff as per the Manual of Procedures (MOP). - Institutional Governance: Act as primary liaison between the Commissioner, Board of Directors, and staff to translate Board decisions into administrative circulars. - Legal & Statutory Compliance: Ensure operations adhere to the Sri Lankan Establishment Code and Labor Laws. - Asset Oversight, including procurement: Chair high-level procurement committees for resource acquisition. - Capacity Building: Implement training programs to modernize the workforce. - Any other duties as assigned by the Chairman/Commissioner
02	Additional Commissioner of Welfare Benefits (Finance) HM -1-1	01	<u>Qualification & Experience</u> <u>External Candidates: (1or 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. WITH A Postgraduate Degree qualification (Masters’) 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 thirteen (13) years’ experience at a “Managerial Level” in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree. 2. Full (Fellow) Membership of a recognized professional Chartered Institution in the related field to the post AND Minimum of thirteen (13) years’ experience at a “Managerial Level” in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree.

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.
2. Completion of minimum ten (10) years satisfactory service in a post in the Manager Category (MM 1-3) in the subject area relevant to the post.

WITH

A Postgraduate Degree qualification (Masters') in the relevant field or full Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

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Duties and Responsibilities

- Undertaking the requisite accounting and Payment functions, financial and non-financial assets management in connection with the coordination of duties and objectives aimed at Welfare Benefits Board
- Overall supervision of Finance Division
- Final overview of high-value vouchers & fund requests
- Approve monthly expenditure reports (WBB & Aswesuma) Ensure fund availability for WBB and Aswesuna
- Supervise annual budgets & procurement plans
- Supervise Final Accounts submission
- Monitoring IWMS System matters at high level Supervision
- Overall coordination with finance ministry, treasury and relevant authorities
- Supervision of FR 66 and 69 transfers
- Supervision of submitting reports to WBB, IMF and foreign bodies
- As per RTI act performing duties as the financial information officer
- Monitor donor reporting mechanisms
- Maintain institution-wide internal controls
- Distribution of postal mails among finance staff
- Maintain backups with your report
- Introduce/review IT financial control systems
- Any other duties as assigned by the Chairman/Commissioner

03	Additional Commissioner of Welfare Benefits (Operation)	01	<u>Qualification & Experience</u> <u>External Candidates: (1or 2 below)</u> 1. A Bachelor's Degree in Economics, Statistics, Finance, Public Administration, Business Administration, Law, Sociology, Development Studies, Information and Communication Technology, Computer Science, Electronic Engineering, Information Systems, IT Engineering, or any other degree relevant to the subject area of the post which is recognized by the U.G.C WITH A Postgraduate Degree qualification (Masters') 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 thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree. 2. Full (Fellow) Membership of a recognized professional Chartered Institution in the related field to the post AND Minimum of thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree. <u>Internal Candidates: (1 or 2 below)</u> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of minimum ten (10) years satisfactory service in a post in the Manager Category (MM 1-3) in the subject area relevant to the post. WITH A Postgraduate Degree qualification (Masters') in the relevant field or full Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post. Salary Scale: - HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140] Basic Salary Step: - Rs. 123,019/- (as at 01.01.2026 – in accordance with Schedule 11 to DMS Circular No. 01/2025) (Approved government Allowances + Communication facilities according to the Treasury Circulars) <u>Duties and Responsibilities</u> • Policy & Strategy: Formulate and revise welfare policies, draft regulations, and set strategic goals for beneficiary selection and benefit distribution. • Operational Management: Oversee day-to-day operations
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			and make key decisions to ensure smooth institutional functioning. • Process Improvement: Continuously evaluate and enhance operational procedures for maximum efficiency. • Stakeholder Guidance: Direct and supervise District/Divisional Secretariats and external partners on operational matters. • Internal Coordination: Liaise with internal departments to ensure seamless implementation of workflows. • Representation: Serve as the lead operational representative at Board, Ministry, and World Bank meetings. • Advocacy & Support: Engage political, administrative, and community leaders to build awareness and secure active support for welfare programs. • IT Leadership: Supervise the Welfare Benefits Integrated Management System and regulate the IT Unit's activities. • Data Management: Manage the Social Protection Information Registry and coordinate its use across government tiers for social welfare schemes. • Any other duties as assigned by the Chairman/Commissioner
04	Additional Commissioner of Welfare Benefits (Monitoring & Evaluation) HM -1-1	01	<u>Qualification & Experience</u> <u>External Candidates: (1or 2 below)</u> 1. A Bachelor's Degree in Economics, Project Management, Business Administration, Development Studies, Statistics, Data Science, Public Administration, or any other degree relevant to the subject area of the post which is recognized by the University Grants Commission. WITH A Postgraduate Degree qualification (Masters') 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 thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree. 2. Full (Fellow) Membership of a recognized professional Chartered Institution in the related field to the post. AND Minimum of thirteen (13) years' experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution, or reputed private institution after obtaining the first degree. <u>Internal Candidates: (1 or 2 below)</u> 1. Having obtained the qualifications required by the external candidates mentioned above.

2. Completion of minimum ten (10) years satisfactory service in a post in the Manager Category (MM 1-3) in the subject area relevant to the post.

WITH

A Postgraduate Degree qualification (Masters') in the relevant field or full Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

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(Approved government Allowances + Communication facilities according to the Treasury Circulars)

Duties and Responsibilities

- Lead the preparation of annual action plans and conduct comprehensive reviews of progress to develop performance reports for the Commissioner
- Oversee and review welfare program progress at the district level, ensuring decentralized operations align with national strategic goals.
- Serve as the primary authority for providing verified information, data, and statistics to relevant institutions in response to official requests.
- Supervise the gathering of program information to track progress against established Key Performance Indicators (KPIs).
- Identifying problems/issues arising during the implementation of the program and drafting proposals to resolve them.
- Report on the overall effectiveness of welfare programs by utilizing data-driven analysis to measure social and economic outcomes.
- Facilitate continuous communication with all internal and external stakeholders to obtain feedback and improve program transparency.
- Lead sustainability reporting and advanced data analytics to ensure the long-term viability of welfare initiatives.
- Conduct root-cause analysis if specific vulnerable groups are excluded by current selection criteria; develop and submit new proposals for indicators and dimensions to improve targeting accuracy.
- Design and implement standardized Monitoring and Evaluation (M&E) tools and methodologies to support management in tracking program outputs and achieving desired outcomes
- Any other duties as assigned by the Chairman/Commissioner

Age limits:**Additional Commissioner of Welfare-**

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

- ❖ HM 1-1 - 2025 Rs. [140,640 - 15 x 4,100 - 202,140] + 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 before06.10.2026.....**
- ❖ 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.