



Vacancies

National Insurance Trust Fund Board (NITF) which comes under the purview of the Ministry of Finance, Planning & Economic Development is a fully government owned entity responsible for implementation of schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 20 years. NITF seeks to recruit dynamic and self-motivated individuals to be appointed for the following positions.

1. Manager – Agrahara (HM 1-2)

External Candidates: (1 or 2 or below)

1. A Bachelor's Degree in Insurance, Business Administration, Business Management, Public Administration, Public Management, Finance, Statistics, Commerce, Mathematics, Economics or any other degree relevant to the subject area of the post which is recognized by the University Grants Commission of Sri Lanka

WITH

A postgraduate qualification (Masters) in the relevant field

OR

Associate membership in Professional Chartered Institute which is relevant to 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. Full Membership of a recognized Professional Chartered Institution in the relevant field

AND

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

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.
2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category Grade I (MM) in the subject area relevant to the post and should be completed 2nd Efficiency Bar Examination.

Salary Scale: HM 1-2 - 2025 Rs. [143,120 - 15 x 4,100 - 204,620]

(Rs.125,113.00 as at 01/01/2026 and Rs.143,120.00 as at 01/01/2027 as per the DMS Circular 01/2025)

Other Benefits:

- Transport Allowance (As per the PED Circular No: 01/2015 (i))
- Fuel Allowance (As per the PED Circular No: 01/2015 (ii))
- Professional Allowance (As per the DMS Circular No: 01/2025)
- Medical Insurance Cover

Age: Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

2. Assistant Manager – Revenue (MM 1-2)

External Candidates: (1 or 2 below)

1. A degree in Accountancy, Commerce, Business Management, Business Administration, Finance Management or Finance which is recognized by the University Grants Commission of Sri Lanka.

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 of one year post qualifying experience in the relevant field to the post.

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.
2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale: MM 1-2 - 2025 Rs. [94,170 - 10 x 2,480 - 15 x 3,450 - 170,720]

(Rs.83,803.00 as at 01/01/2026 and Rs.94,170.00 as at 01/01/2027 as per the DMS Circular 01/2025)

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

3. Assistant Manager – Motor Claims (MM 1-2)

External Candidates:

A degree in Insurance & Risk Management, Business Administration, Business Management in Insurance, Commerce, Finance, Management or any other degree in the field of Finance and Insurance which is recognized by the University Grants Commission of Sri Lanka

AND

A minimum of one year post qualifying experience in the relevant field to the Post, 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 five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale: MM 1-2 - 2025 Rs. [94,170 - 10 x 2,480 - 15 x 3,450 - 170,720]

(Rs.83,803.00 as at 01/01/2026 and Rs.94,170.00 as at 01/01/2027 as per the DMS Circular 01/2025)

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

4. Assistant Manager – Non Motor Claims (MM 1-2)

External Candidates:

A degree in Insurance & Risk Management, Business Administration, Business Management in Insurance, Commerce, Finance, Management or any other degree in the field of Finance and Insurance which is recognized by the University Grants Commission of Sri Lanka

AND

A minimum of one year post qualifying experience in the relevant field to the Post, 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 five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

Salary Scale: MM 1-2 - 2025 Rs. [94,170 - 10 x 2,480 - 15 x 3,450 - 170,720]

(Rs.83,803.00 as at 01/01/2026 and Rs.94,170.00 as at 01/01/2027 as per the DMS Circular 01/2025)

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

5. Junior Executive (Procurement Officer) (JM 1-1)

External Candidates:

A degree in Business Administration, Commerce, Finance, Marketing, Accountancy, Transport & Logistics Management, Supply Chain Management or Management which is recognized by the University Grants Commission of Sri Lanka.

Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant-Non Technological (MA1) Grade II, in the subject area relevant to the post.

Salary Scale: JM 1-1 - 2025: Rs. [72,650 - 10 x 1,360 - 18 x 2,040 - 122,970]

(Rs.65,633.00 as at 01/01/2026 and Rs.72,650.00 as at 01/01/2027 as per the DMS Circular 01/2025)

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

6. Record Keeper (MA 1-1)

External Candidates:

- a) Having passed the 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
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
- c) Having obtained a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing/ Excel or other similar level of skills.

Internal Candidates:

Employees of the categories of Primary Level-Skilled, Primary Level-Semiskilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational:

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

Other :

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

AND

Having obtained a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing/ Excel or other similar level of skills.

Salary Scale: MA 1-1-2025 Rs.[46,220 -10x540 -7x630 -4x890 - 20x1,190 - 83,390]

(Rs.43,312.00 as at 01/01/2026 and Rs.46,220.00 as at 01/01/2027 as per the DMS Circular 01/2025)

Age: Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

7. Record Room Helper (PL 1)

External Candidates

Persons who have sat for the G.C.E. (O/L) Examination.

Salary Scale: PL 1 - 2025 Rs. [40,500 - 10 x 450 - 10 x 490 - 7 x 540 - 15 x 590 - 62,530]

(Rs.38,488.00 as at 01/01/2026 and Rs.40,500.00 as at 01/01/2027 as per the DMS Circular 01/2025)

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

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

All applicants,

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Should be of excellent moral character.

Applications

- Applications should be forwarded including Curriculum Vitae, names and addresses of two non related referees, with copies of certificates of Educational Qualifications, Professional Qualifications and experience to prove the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post **should be marked** on left hand top corner of the envelope containing applications.
- All applications should be addressed to **Chief Executive Officer, National Insurance Trust Fund Board, No. 95, Sir Chittampalam A. Gardiner Mawatha, Colombo 02** by registered post to reach on or before **30.06.2026**. Late applications will be rejected.

