



# **SRI LANKA MEDICAL COUNCIL**

## **VACANCY**

### **Post of Management Assistant - General** **CONTRACT BASIS**

Applications are invited from citizens of Sri Lanka who are not less than 20 years and not more than 35 years of age as at 29.11.2021 for the above vacancy.

#### **Required Qualifications and Experience:**

1. G.C.E. (O/L) six subjects with Credit passes for Sinhala Language/Tamil Language, English Language and Mathematics.
2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting.
3. Computer literacy, good communication and interpersonal skills with a good knowledge in English language is essential.
4. Preference will be given to those who have a Degree in Management/Business Administration/HRM recognized by the University Grants Commission.
5. **Candidates who have 2 years' experience in English Secretarial Work, Stenography in a similar capacity would have an added advantage.**

**Job Description** – Responsible for Effective management of incumbent service by providing secretarial and other related duties, carrying out coordination and information flow management to the staff and external organization as relevant.

Applications along with a Curriculum Vitae including two non-related referees should be addressed to the Registrar, Sri Lanka Medical Council to reach the SLMC office on or before 22 November 2021.

Please mention the “**Post of Management Assistant-General**” on the left-hand corner of the envelope.

**Dr. Ananda Hapugoda**  
**Registrar,**  
**Sri Lanka Medical Council**  
**No. 31, Norris Canal Road**  
**Colombo 10**  
**14.11.2021**