



VACANCIES

The Insurance Regulatory Commission of Sri Lanka (IRCSL) is looking for suitably qualified self-motivated team players with integrity, self-discipline, ethical conduct and strong interpersonal & communication skills to fill the following vacancies existing in the Divisions of Supervision, Investigation and Finance & Administration

1. Assistant Director Supervision (01 Position)

Key Responsibilities

Assist the Director Supervision to :-

- ensure an effective and efficient supervisory system conducting onsite inspection & offsite monitoring in the Insurance Industry;
- monitor the financial stability and operational performance of Insurance Companies & market intermediaries;
- disseminate information through analyzing data and recommending policy advice and publish relevant data and information;
- review & identify potential risks associated with the industry and recommend suitable solutions to the management in line with current developments and international best practices;
- implement supervisory activities of the Commission.

Key Requirements

- A Bachelor's degree from a recognized university in Actuarial/Insurance/Finance/Accountancy/Business Administration
- OR**
- a Professional qualification equivalent to a Bachelor's Degree in the relevant fields from a recognized institution
- WITH**
- Six (6) years post-qualifying managerial experience in a reputed organization.

2. Executives (03 Positions)

Key Responsibilities

To assist the relevant Head of the Division to carry out the activities efficiently and effectively.

Key Requirements

- Degree in Law from a recognized University and/or Attorney-at-Law
- OR**
- a Bachelors Degree from a recognized university in Insurance/Mathematics/Accountancy/Finance/Commerce/Management
- OR**
- a Professional qualification equivalent to a Bachelor's Degree in the relevant fields from a recognized institution
- WITH**
- Two (2) years post qualifying experience at junior executive/executive level in a reputed organization.

3. Front Office Secretary (01 Post)

Key Responsibilities

Manage the reception of the IRCSL and perform functions, such as handle incoming & outgoing calls, correspondence, information requests, receive visitors, schedule meetings and prepare minutes of meetings.

Key Requirements

- Passed 3 core subjects at G.C.E. (Advanced Level) and 8 subjects at G.C.E. (Ordinary Level) with credit passes in English, Sinhala/ Tamil and Mathematics;
- Diploma/Certificate in Secretarial Practices from a recognized institution **AND** Five (05) years relevant post qualifying experience in a reputed organization;
- Possess shorthand and typing skills.

General terms applicable for all posts

- Experience or qualifications in insurance, analytical & research areas, working experience in a regulatory authority or conducting inquiries will be an added advantage for posts of Assistant Director & Executives;
- Excellent communication skills with a high level of Computer literacy;
- Age should be below 40 years at the closing date of applications (Not applicable for applicants from Government Sector);
- Applicants who clearly demonstrate their qualifications will be shortlisted and informed.

An attractive remuneration package awaits the right candidates.

Applications should be made on **prescribed** form obtained from this office or downloaded from our website **www.ircs.gov.lk** with **copies of applicable certificates** covering the stipulated requirements and contact details of two non-related referees, by registered post to the address below or email to **recruitment@ircs.gov.lk** indicating the position applied for on the top left-hand corner of the envelope or the subject line of the email respectively on or before **31st December 2021**.

More information on functions of the IRCSL & its divisions can be viewed at the IRCSL web site mentioned below.

The Director General
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Colombo 01.
Website : www.ircs.gov.lk