



# Institute of Chemistry Ceylon

## College of Chemical Sciences



# VACANCY

The Institute of Chemistry Ceylon is the successor to the Chemical Society of Ceylon (founded in 1941) and was established in the year 1971 for the general advancement of the science and practice of chemistry. The Institute was incorporated by Act of Parliament No.15 of 1972.

Applications are invited for the following post from the citizens of Sri Lanka who possess the qualifications and experience specified under the post as given below;

### POST OF PROGRAMME COORDINATOR

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

- B.Sc. Special/Hons. Degree in Chemistry or Graduateship in Chemistry (GIC) or A Bachelor's degree in Science with Chemistry as a subject from a recognized university or higher education institute.  
AND
- Postgraduate qualification in related field from a recognized university or higher education institute.
- Postgraduate qualifications preferably MBA from recognized university.
- Minimum one year post qualifying experience in general administration/coordination of educational programmes. Similar experience in higher educational institutes will be an added advantage.

**Age** : The maximum age shall not be more than 40 years by the closing date of application.

**Salary** : Monthly salary will be in the range of Rs.56,000/- to Rs.59,400/- depending on qualifications and experience. In addition, the government approved cost of living allowance will be paid.

**Appointment** : The appointment is permanent subject to one-year probation period.

#### General Conditions

Languages/skills-Excellent written and verbal communication skills in English is a must with sound knowledge in Microsoft office packages.

#### Other terms

- Working on week-ends is essential but two week-days will be given off in lieu.
- The employee will be a member of the Employees' Provident Fund and Employee Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

Only short-listed applicants based on the highest qualifications and experience will be called for an interview and selection will be based on the performance at the interview.

Applications giving all particulars of qualifications, experience, and other relevant information with two non-related referees in a sealed envelope with the name of the post as appearing in the advertisement written on the top left-hand corner of the envelope should be sent by registered post or hand-delivered to the **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** or by an e-mail ([vacancy@ichemc.edu.lk](mailto:vacancy@ichemc.edu.lk)) not later than 7<sup>th</sup> February 2022.

23/01/2022