



# 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 18 years and not more than 35 years as at 18.03.2022 of age for the above vacancy.

### **Required Qualifications and experience:**

#### **1. Qualification**

- G.C.E. (O/L) Examination (Should have passed all subjects in one sitting with credit passes for Sinhala Language/Tamil Language, English Language, Mathematics).
- G.C.E. (A/L) Examination (Should have passed all subjects in one sitting).
- Degree in relevant field of study will be considered as an added advantage.
- Language Proficiency in English and Sinhala/Tamil.
- Computer and internet literacy.
- Proficiency in MS Office Applications.

#### **2. Experience**

- Previous work experience in a similar role and organization will be considered as an added advantage.

#### **3. Others**

- Ability work constructively as a team player.
- Willingness to learn new software applications, documentations protocols and office procedures.
- Ability to work independently with minimum supervision.

**Job description** – Responsible and accountable for coordinating all issues linked to Foreign Degree Applications, Evaluation Process of such applications as per Minimum Standards Regulation Gazette, correspondence with applicants and reviewers under the supervision and instructions of the Head of the Unit and Assistant Registrar.

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 on or before 18 March 2022.

Please mention the "**Post of Management Assistant-General**" on the left corner of the envelop.

Dr. Ananda Hapugoda  
Registrar,  
Sri Lanka Medical Council  
No 31  
Norris Canal Road  
Colombo 10  
06.03.2022