



*Airport & Aviation Services (Sri Lanka) Limited*



**We are a State Owned Enterprise (SOE) registered as a Private Company under the Companies Act No. 07 of 2007**

*We are looking for highly motivated individual with right attitudes to fill the vacancy of the*

## **COMPANY SECRETARY (ON PART TIME)**

at the Airport & Aviation Services (Sri Lanka) (Private) Limited  
Services will be required at :

- Regular and Special Board Meetings of the Board of Directors
- Audit and Management Committee Meetings
- Events the Common Seal is placed on documents

### **Eligibility Criteria;**

- An Attorney-at-Law
- An Associate/Fellow Member of the Institute of Chartered Accountants
- An Associate/Fellow Member of Chartered Institute of Management Accountants of UK
- An Associate/Fellow Member of Institute of Chartered Secretaries and Administrators of UK and Registered at the Registrar of Companies to function as a Company Secretary
- 06 years' experience as Board Secretary/Company Secretary to the Board of Directors in a reputed Organization
- Good understanding in Corporate Governance with strict confidentiality Compliance, fluency in English and conversant in Microsoft Office packages with high level computer literacy.
- Age above 35 years and preferably below 45 years as at closing date of applications.

**Salary :** The salary will not be less than Rs.150,000/- per month.

### **General :**

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given in our Website **www.airport.lk > CORPORATE > CAREERS** with copies of the relevant certificates to the following address on or before **May 31, 2022 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

*Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the specimen given in our Website will be rejected.*

**Please note that only qualified candidates will be notified at all stages of the selection process.**

**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**