



SRI LANKA MEDICAL COUNCIL

VACANCIES

Management Assistant-Information Technology -

Contract Basis

Applications are invited from citizens of Sri Lanka who are not less than 20 years and not more than 35 years as at 15.05.2022 of age 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 the G.C.E. (A/L) Examination (except the Common General Paper) in one sitting.
3. Should have obtained the certificate of proficiency not below than N.V.Q Level 04 issued by a Technical / Vocational Training Institute in the field of Information Communication Technology or Equivalent.
4. Preference will be given for those who have a Degree in Information Technology, recognized by the University Grants Commission.
5. Three years Working experiences on Computer Hardware, Software, Network and Systems will be added advantages.
6. Computer literacy, good communication and interpersonal skills with a good knowledge in English language is essential.

Job description – Responsible for Effective Management of Computer related hardware, software network and systems related duties.

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

Management Assistant-Finance and Administration -

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 15.05.2022 of age for the above vacancy.

Required Qualifications and experience:

1. G.C.E. (O/L) Examination (Should have passed all subjects in one sitting).
2. G.C.E. (A/L) Examination (Should have passed all subjects in one sitting – Commerce Stream).
3. Degree in Finance or Accounting will be considered as an added advantage.
4. Language Proficiency in English and Sinhala/Tamil.
5. Proficiency in MS Office Applications and QuickBooks Accounting Applications.
6. Previous work experience in a similar role and organization will be considered as an added advantage.
7. Preference will be given candidates who lives within 10 km of the Sri Lanka Medical Council.

Job description – Responsible for performing duties related to financial operations. The scope of this position shall be to execute and manage the key processes and day to day duties assigned by the Head of Finance.

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 15 May 2022.

Please mention the “**Post of Management Assistant-Finance**” on the left corner of the envelop.

E mail-admin@slmc.gov.lk

Assistant Registrar,
Sri Lanka Medical Council,
No 31, Norris Canal Road,
Colombo 10.
08.05.2022