SRI LANKA MEDICAL COUNCIL

VACANCY

POST OF ASSISTANT REGISTRAR ON CONTRACT BASIS

The Sri Lanka Medical Council will entertain applications from suitably qualified persons for the post of **Assistant Registrar** of the Sri Lanka Medical Council **up to 21st April 2023. The selected candidate would be a full-time officer of the Sri Lanka Medical Council.**

Qualifications :

Should possess a Degree with First or Second Class and a Postgraduate Degree at least at Masters level in Administration or Management from a recognized University/Higher Education Institute with not less than fifteen (15) years of administrative experience after obtaining the first Degree. Preference would be given to those who have had experience as Registrars in the University System.

"Administrative Experience" means, experience gained in a full time post in at administrative level in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose.

Age : Not more than 63 years.

Salary : Negotiable based on education and experience. The minimum salary would be negotiable with the minimum salary being that of the starting salary of an Assistant Registrar of the University System.

Other Benefits :

- Provident Fund contribution of 10% by employee and 15% by the employer to the Provident Fund.
- Employees Trust Fund benefits 3% by the employer.

Terms of Employment :

The appointment shall be on full time contract basis for a period of two years, with the possibility of re-appointment for a final second term.

Duties and Responsibilities :

- Assist the Registrar of the Medical Council,
- Assist in managing affairs of the Medical Council and issue notices and to carry out all correspondence work on behalf of the Medical Council,
- Assist in keeping the Registers of the Medical Council,
- Record and maintain minutes of the proceedings thereof,
- Assist in executing all administrative decisions of the Medical Council and
- To perform all such other duties as may be assigned by the Registrar/Medical Council.

Application Process :

Applicants should forward their application by registered post with their Curriculum Vitae with a covering letter detailing their motivation to apply for the post to the President, Sri Lanka Medical Council, 31, Norris canal Road, Colombo 10.

Selection Process :

The selection shall be made through a structured interview conducted by an interview board.

Registrar,
Sri Lanka Medical Council
31, Norris Canal Road,
Colombo 10.