SEC | SECURITIES AND EXCHANGE COMMISSION OF SRI LANKA

The Securities and Exchange Commission of Sri Lanka (SEC) is responsible for the regulation and enablement of a fair, orderly, efficient and transparent Capital Market and ensuring professional and good governance standards in the industry.

The SEC is looking for self-motivated team players with integrity, self-discipline, ethical conduct, ability to maintain confidentiality and strong interpersonal skills for the following position;

CONFIDENTIAL SECRETARY

Individuals who possess the following criteria are eligible to apply .

Skills and Competencies:

- The candidate will be required to handle correspondence independently, communicate announcements and maintain records and databases as per the divisional requirements.
- The candidate should have good interpersonal, coordinating skills along with the ability to use State of the Art office equipment and communication techniques.
- The candidate should have a minimum of 03 years work experience in a similar capacity in a reputed organisation and be 20-40 years of age.

Qualifications:

- The Candidate should possess a good secondary education with credit passes in English, Sinhala/Tamil and Mathematics in the G.C.E. (O/L) and be G.C.E. (A/L) qualified.
- Candidate should have a good command of English and Sinhala/Tamil Languages and have a speed of 50 w.p.m. in typing and 70 w.p.m. in taking down dictation/minutes.
- Ability to type in Sinhala language will be a distinct advantage.

If you meet the above criteria, Please apply with names and contact details of two non-related referees, indicating the position on the top left hand corner of the envelope to reach the following address by registered post or e-mail your curriculum vitae to the **recruitments@sec.gov.lk** on or before **07 th September 2023.**

The Director General

Securities and Exchange Commission of Sri Lanka

Level 29, East Tower, World Trade Center

Echelon Square, Colombo 01

Website : www.sec.gov.lk

The selection will be by way of an interview and only the shortlisted candidates will be contacted.

Canvassing in any form will be a disqualification