



# INSURANCE REGULATORY COMMISSION OF SRI LANKA (Regulator of the Insurance Industry)



Applications are called from suitably qualified self-motivated team players with integrity, self-discipline, ethical conduct and strong interpersonal skills for the following post:

## Secretary (01 Post)

### Key Responsibilities

Manage the reception of IRCSL and provide secretarial functions such as handle incoming & outgoing calls, correspondence, information requests, receive visitors, schedule meetings and prepare minutes of meetings.

### Key Requirements

- Passed 3 core subjects at G.C.E. (Advanced Level) and 8 subjects at G.C.E. (Ordinary Level) with credit passes in English, Sinhala/ Tamil and Mathematics;
- Diploma/Certificate in Secretarial Practices from a recognized institution AND Five (05) years related experience in a reputed organization;
- Possess typing skills, strong communication skills & be computer literate;
- Age should be below 40 years at the closing date of applications (Not applicable for applicants from Government Sector).

### An attractive remuneration package awaits the right candidate.

Applications should be made on prescribed form obtained from this office or downloaded from our website [www.ircsl.gov.lk](http://www.ircsl.gov.lk) with **copies of applicable certificates** covering the stipulated requirements and contact details of two non-related referees, by registered post to the below address or email to [recruitment@ircsl.gov.lk](mailto:recruitment@ircsl.gov.lk) indicating **"Application for the post of Secretary"** on the top lefthand corner of the envelope or the subject line of the email on or **before 07<sup>th</sup> February 2021**.

Only applicants who clearly demonstrate their qualifications will be shortlisted and informed.

The Director General  
**Insurance Regulatory Commission of Sri Lanka**  
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World Trade Centre, Colombo 01.  
Web Site : [www.ircsl.gov.lk](http://www.ircsl.gov.lk)