



SRI LANKA MEDICAL COUNCIL

VACANCY

Post of Executive Secretary - Contract Basis

The Sri Lanka Medical Council, established by the Medical Ordinance (Chapter 105) is the regulatory body for medical, dental and other healthcare professionals in Sri Lanka. The Council is headed by the President. The Registrar is the Secretary to the Council and manages all the affairs of the Council. The Executive Secretary to the President and Registrar would assist the President and Registrar to carryout executive actions of the Council.

This job would include;

- Handling all correspondence (letters, emails and calls) and managing day to day administrative matters.
- Providing secretarial support.
- Arranging and coordinating Council meetings and other meetings.
- Recording minutes and preparing reports, publications, and presentations.

The ideal candidate would have;

- A minimum of 5 years' experience in a similar capacity in a reputed establishment.
- Professional qualifications in Secretarial practices.
- Proficiency in Microsoft® office software packages, internet and email.
- Exceptional communication skills, both written and verbal, in English.
- Ability to work independently and maintain confidentiality and professionalism at all times.
- Good team spirit and impeccable work ethics.
- Personable and smart appearance with excellent skills in public relations.
- Age below 45 years.

Salary Scale : Negotiable

Benefits : EPF, ETF etc.

Method of Recruitment : Selection by an interview

Contract period : The appointment shall be on a full-time basis for a period of 02 years, with the possibility of re-appointment for a second term.

Application procedure : Please forward your comprehensive resume with a recent photograph along with the names and contact details of two non-related referees to the address below within 14 days of this advertisement. You are requested to mention the position applied for, on the top left corner of the envelope. Applications should be submitted only by Registered Post.

Dr. Sunil Wijayasinghe
Acting Registrar,
Sri Lanka Medical Council,
31, Norris Canal Road,
Colombo 10.

15.01.2023