



# 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 posts:

### 1. Assistant Director Finance & Administration (01 Post)

#### Key Responsibilities

To assist the Director Finance & Administration on;

- Supervising on reporting, financial statements, working capital management, budgeting & budgetary controls, investments, receipts & payments of the Commission and handling tax matters.
- Carrying out Administration, Human Resources, Procurement and Record Management operations of the Commission.
- Preparing and compiling of Commission papers, annual reports, action plans and other statutory reports etc.
- Coordinating with external & internal auditors and other stake holders.

#### Key Requirements

- A Bachelor's degree in Finance/ Accountancy/ Commerce/ Business Administration from a recognized university **OR** a professional qualification from a recognized Accounting Institution **AND** Six (06) years post qualifying relevant managerial experience in a reputed organization.

### 2. Executive (01 Post)

#### Key Responsibilities

Assist to carry out activities of the relevant division efficiently and effectively.

#### Key Requirements

A Bachelor's Degree in Insurance/ Mathematics/ Accountancy/ Finance/ Commerce/ Business Administration from a recognized university **OR** a professional qualification equivalent to a Bachelor's Degree in the relevant field from a recognized institution and Two (2) years post qualifying experience at junior executive/ executive level in a reputed organization.

### 3. Secretary (01 Post)

#### Key Responsibilities

To provide secretarial functions to the assigned division/ unit such as to handle correspondence, information requests, incoming & outgoing calls, schedule meetings and prepare minutes of meetings.

#### Key Requirements

- Passed 3 core subjects at G.C.E. (Advanced Level) and 6 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;

#### General Terms

- Knowledge in insurance will be considered as an added advantage.
- Age should be below 40 years at the closing date of applications (Not applicable for applicants from Government Sector);
- Applicants who clearly demonstrate their qualifications will be shortlisted and informed.

An attractive remuneration package awaits the right candidates.

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 emailed to [recruitment@ircsl.gov.lk](mailto:recruitment@ircsl.gov.lk) indicating the position applied for on the top left-hand corner of the envelope or the subject line of the email on or before **29<sup>th</sup> January 2023**.

The Director General,  
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Website: [www.ircsl.gov.lk](http://www.ircsl.gov.lk)