



## VACANCIES

The Institution of Engineers, Sri Lanka which is the apex body of the Engineering Profession in Sri Lanka, invites applications from suitably qualified persons for the following posts to handle matters relating to various grades of membership of the Institution.

### 1. Manager (Membership)

- Age: 35 - 55 at the initial recruitment
- Qualifications: Bachelor's degree from a recognized University in Engineering, Science, Commerce or Management
- Other requirements: Good knowledge of written and spoken English and high computer literacy in the use of MS Office applications
- Experience: A minimum of 10 years of which at least 5 years should have been in a reputed organization. Preference will be given to applicants with experience in administering membership related matters
- Salary : Rs. 95,000 + Transport allowance
- The appointment will be on contract basis for one year initially and renewable subject to satisfactory performance

### 2. Management Assistant

- Age: 25-35 at the initial recruitment
- Educational Qualifications: Graduates from a recognized university
- Skills and Competency Profile:
  - Dynamic and result oriented individual with right attitude and ability to learn fast
  - Fluency in English (written and oral communication)
  - Result oriented person and a good team player
  - Excellent customer service skills
  - Experience in managing/coordinating digital platforms & good computer literacy
- Salary: Starting salary is approximately Rs. 45,000 + Transport allowance
- The appointment will be permanent subject to one year probation period

Duly signed applications together with a complete resume with names and addresses of two non-related referees along with their contact details, copies of relevant certificates and contact telephone numbers should be emailed to [anuradha@iesl.lk](mailto:anuradha@iesl.lk) with a copy to [opr.mgr@iesl.lk](mailto:opr.mgr@iesl.lk) or posted under registered cover to reach the under mentioned address on or before 28-04-2023. Please mark the post applied in the subject line of the email or the top left hand corner of the envelope.

**Chief Executive Officer/Executive Secretary**  
**The Institution of Engineers, Sri Lanka**  
**120/15, Wijerama Mawatha, Colombo 7.**