



# CEYLON COLLEGE OF PHYSICIANS

## VACANCY

The Ceylon College of Physicians (CCP) is seeking qualified and motivated individuals to join our team in the following roles:

### 1. ADMINISTRATIVE OFFICER

Responsibilities:

1. Oversee the daily operations of the CCP office.
2. Manage office administration, including record-keeping, documentation, and correspondence.
3. Manage membership of the College including maintenance of the members database
4. Coordinate and support activities related to CCP events, meetings, and sessions.
5. Supervise staff and ensure efficient workflow within the office.
6. Assist in budget preparation, financial monitoring, and reporting.
7. Liaise with members, external stakeholders, partners, and service providers.

Basic Requirements:

1. Bachelor's degree or equivalent in business administration, management, or a related field or GCE Advance level qualification with extensive comparable working experience.
2. Minimum of 3 years' experience in an administrative role, preferably in a professional or academic organization.
3. Strong leadership and organizational skills with the ability to manage a team.
4. Excellent communication skills in English and Sinhala/Tamil.
5. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and basic financial management.
6. Detail-oriented, proactive, and able to handle multiple tasks effectively.

### 2. MANAGEMENT ASSISTANT

Responsibilities:

1. Provide administrative support to ensure efficient operation of the office.
2. Handle routine clerical tasks such as data entry, filing, and document management.
3. Assist in the preparation and coordination of CCP events and meetings.
4. Basic routine maintenance and updating of the website, social media platforms of the CCP.
5. Support the Administrative Officer with day-to-day office activities as needed.

Basic Requirements:

1. G.C.E. Advanced Level (A/L) qualification. A degree would be an added advantage.
2. Minimum of 1 year experience in an administrative or clerical role.
3. Proficiency in IT including Website management and social media management.
4. Proficiency in Microsoft Office (Word, Excel, PowerPoint).
5. Good communication skills in English and Sinhala/Tamil.
6. Strong organizational skills, attention to detail, and the ability to work independently or as part of a team.

#### **How to Apply:**

Interested candidates are invited to send their CV along with a cover letter to [info@ccp.lk](mailto:info@ccp.lk) with the subject line: "Application for [Position Name]" on or before 10<sup>th</sup> December 2024.

Only shortlisted candidates will be contacted for an interview.

A suitable remuneration package will be offered based on experience and expertise.

**Ceylon College of Physicians**

7<sup>th</sup> Floor, Academic Centre - Postgraduate Institute of Medicine, 85, Rodney Street, Colombo 08  
Tel: +94 112888146, Fax: +94 112888119, Email: [info@ccp.lk](mailto:info@ccp.lk), Website: [www.ccp.lk](http://www.ccp.lk)