



# SRI LANKA MEDICAL COUNCIL

## VACANCY

### Post of Management Assistants Grade III

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 45 years as at 01 April 2024 of age for the above vacancies.

#### Required Qualifications and Experience:

1. G.C.E. (O/L) Examination (Should have passed all subjects in one sitting with credit passes for Sinhala/Tamil language, English language and Mathematics).
2. G.C.E. (A/L) Examination (Should have passed all subjects in one sitting).
3. A degree in relevant field of study will be considered as an added advantage.
4. Language Proficiency in English and Sinhala/Tamil.
5. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.
6. Previous work experience (preferably two years) in a similar role and organization will be considered as an added advantage.

#### Job description -

Responsible for providing administrative support to Heads of Units and coordinating all matters connected to the unit. The scope of this position shall be to execute and manage the key processes and day-to-day duties assigned by the Registrar or Head of the Unit.

Selected candidates will be placed on the following salary scale.

U MN-1- 2016 Rs. 30,725-10x300-11x355-10x470-10x615=48,480/=

Applications, along with a curriculum vitae including two non-related referees, should be addressed to the Registrar, Sri Lanka Medical Council, to reach the SLMC on or before 01 April 2024.

Please mention the "**Post of Management Assistant**" on the left corner of the envelope.

**Registrar,  
Sri Lanka Medical Council  
No 31, Norris Canal Road  
Colombo 10**

10.03.2024