



PROJECT MANAGEMENT UNIT
THE PROJECT FOR RELOCATION OF
SRI LANKA ATOMIC ENERGY BOARD
AT MALABE



POST OF PROJECT SECRETARY

The Project for Relocation of Sri Lanka Atomic Energy Board at Malabe is being implemented by Sri Lanka Atomic Energy Board (SLAEB) of the Ministry of Power and Energy. The Project is to relocate SLAEB at Malabe in 2016. Applications are invited from suitably qualified candidates who are citizens of Sri Lanka to be appointed on contract basis in the Project Management Unit located in Malabe.

Qualifications and Experience

1. Passed in at least six subjects in G.C.E. O/L Examination including three credits for English and Sinhala / Tamil Language
with
A Secretarial Course from a recognized Institution or pursuing Examinations leading to Chartered Secretary
with
Minimum of two years experience as a Secretary in a Public or Private Sector Institution
Or
2. A Chartered Secretary with at least one year experience

Professional competencies

- Excellent command of English & hands-on experience in using computer application software for office work
- Acceptable speed in typing & shorthand
- Excellent communication skills both written and oral (English & Sinhala) and ability to attend to correspondence independently
- Ability to establish and maintain office systems such as filing, correspondence, office procedures and take minutes of meetings, etc. independently.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members and to promote good public relations

Remuneration

The minimum salary will be as per the Management Services Department Circular No. 33 and 33(1) published by the Management Services Department, General Treasury and will be approximately Rs. 25,000/- per month. The Cost of Living will be paid separately, EPF contribution from the Employee and the Employer will be 10% and 15% respectively. ETF contribution will be 3%.

Age Limit

Age should be not less than 18 years and not more than 45 years.

Terms of Employment

The above post will be initially for a period of one year on contract basis and renewable annually subject to satisfactory performance.

General

- Applications with CV indicating contact Telephone Numbers and names of two non-related referees along with copies of educational and experience certificates shall be submitted to the following address on or before 13.10.2015 by Registered Post.
- "Application for the post of Project Secretary" should be marked on the top left hand corner of the envelope.
- Those who are employed in the State Sector / Corporations / Statutory Boards should forward their applications through the Head of Institution.
- Applications should be addressed to :

Project Director,
The Project for Relocation of Sri Lanka Atomic Energy Board at Malabe
Sri Lanka Atomic Energy Board
60/460, Baseline Road,
Orugodawatta, Wellampitiya.
Tel : 011-2533426 / 7 Ext. 240 / 0112075235 (Direct)
Fax : 011-2533448
Email : ProDir@aeb.gov.lk