



# VACANCY

## SRI LANKA MEDICAL COUNCIL

### Post of Administrative Officer

Applications are invited from qualified applicants for the filling of vacancy of Administrative Officer at the Sri Lanka Medical Council.

#### **Administrative Officer- JM -1-1- “Junior Manager” Service Category - 01 Post**

#### **Required Qualifications and Experience:**

- (a) Should have obtained the first degree from a university recognized by the University Grants Commission in any of the fields of Public Management, Public Administration, Human Resources Management, Business Administration, Business Management.
- (b) A minimum of 10 years of experiences at Managerial Level after obtaining the First Degree or the membership of the administrative body in the field of Administration or Human Resources Management, during last 10 years.
- (c) Computer Literacy and thorough knowledge in ERP systems, Labor Law and public administration circulars.
- (d) Excellent communication and interpersonal skills with a very good command in English and Sinhala/Tamil languages are mandatory.

The applicants who are already employed in the Sri Lanka Medical Council, are also eligible to apply if they fulfill the above basic qualifications & experience.

**Salary: JM 1-1 Rs. 42,600 - 10 x 755 18 x 1,135 = 70,580**

- All government approved allowances and Cost of Living Allowance will be paid.

#### **Age:**

Based on applicable government circulars.

#### **Every applicant:**

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties entrusted to the post.
- Should have an excellent moral character.

**General Conditions for the relevant post:**

- This post is permanent and not entitled to pension. Employee should contribute 10% to the Employees Provident Fund and the Employer will contribute 15% to the Employees Provident Fund and 3% to the Employees Trust Fund.
- Applicants from Government Corporations / Statutory Boards should direct their applications through the Heads of the respective Institutions.
- Names and addresses of two non-related referees from whom reports regarding the applicant could be obtained should be submitted with the application.
- Photocopies of certificates of educational and other qualifications and experience certificates should be attached to the application.
- Applicants should have fulfilled all qualifications as at the closing date of applications.

**Job Description:**

Providing administrative & managerial assistance and Responsibility for all the administrative activities of the SLMC under the direction of the Registrar.

**Method of applying:**

Qualified applicants should submit the Bio-Data consisting of educational, professional qualifications, experience and other personal information, mentioning the post applied for on the left hand top corner of the envelope containing the application by registered post to the address given below or by email to [admin@slmc.gov.lk](mailto:admin@slmc.gov.lk) to receive before 18.11.2024. Late, unclear and incomplete applications and the applications from applicants who have not fulfilled the basic qualifications will be rejected without any prior intimation.

Registrar  
Sri Lanka Medical Council  
No: 31, Norris Canal Road  
Colombo 10  
03.11.2024.