



# INSURANCE REGULATORY COMMISSION OF SRI LANKA

(Regulator of the Insurance Industry)



Applications are called from suitably qualified self-motivated team players with integrity, self-discipline, ethical conduct and strong interpersonal skills for the following post:

## Secretary (01 Post)

### Key Responsibilities

Manage the reception of IRCSL and provide secretarial functions such as handle incoming & outgoing calls, correspondence, information requests, receive visitors, schedule meetings and prepare minutes of meetings.

### Key Requirements

- Passed 3 core subjects at G.C.E. (Advanced Level) and 8 subjects at G.C.E. (Ordinary Level) with credit passes in English, Sinhala/ Tamil and Mathematics;
- Diploma/Certificate in Secretarial Practices from a recognized institution **AND** Five (05) years related experience in a reputed organization;
- Possess typing skills, strong communication skills & be computer literate;
- Age should be below 40 years at the closing date of applications (Not applicable for applicants from Government Sector).

**An attractive remuneration package awaits the right candidate.**

Applications should be made on prescribed form obtained from this office or downloaded from our website [www.ircs.gov.lk](http://www.ircs.gov.lk) with copies of applicable certificates covering the stipulated requirements and contact details of two non-related referees, by registered post to the below address or email to [recruitment@ircs.gov.lk](mailto:recruitment@ircs.gov.lk) indicating “Application for the post of Secretary” on the top lefthand corner of the envelope or the subject line of the email on or before 07<sup>th</sup> February 2021.

Only applicants who clearly demonstrate their qualifications will be shortlisted and informed.

**The Director General  
Insurance Regulatory Commission of Sri Lanka  
Level 11, East Tower, World Trade Centre  
Colombo 01.**

**Website: [www.ircs.gov.lk](http://www.ircs.gov.lk)**