



# Institute of Chemistry Ceylon

## College of Chemical Sciences



### VACANCIES

The Institute of Chemistry Ceylon is the successor to the Chemical Society of Ceylon (founded in 1941) and was established in the year 1971 for the general advancement of the science and practice of chemistry. The Institute was incorporated by Act of Parliament No.15 of 1972.

Applications are invited for the following posts from the citizens of Sri Lanka who possess the qualifications and experience specified under each post as given below;

#### 1. POST OF PROGRAMME COORDINATOR

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

a) B.Sc. Special/Hons. Degree in Chemistry or Graduateship in Chemistry (GIC) or a Bachelor's degree in Science with Chemistry as a subject from a recognized university or higher education institute.

AND

b) Postgraduate qualification in related field from a recognized university or higher education institute.

c) Postgraduate qualifications preferably MBA from recognized university.

d) Minimum one year post qualifying experience in general administration/coordination of educational programmes. Similar experience in higher educational institutes will be an added advantage.

**Age** : The maximum age shall not be more than 40 years by the closing date of application.

**Salary** : Monthly salary will be in the range of Rs.56,000/- to Rs.59,400/- depending on qualifications and experience. In addition, the government approved cost of living allowance will be paid.

**Appointment** : The appointment is permanent subject to one-year probation period.

#### 2. POST OF LIBRARIAN

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

(a) A Science Degree with Chemistry as a subject from a recognized University or Higher Education Institute or Graduate in Chemistry (GIC) from the Institute of Chemistry Ceylon

AND

(b) Postgraduate qualification in Library Science from a recognized University/ Higher Education Institute with 05 years experience in library management.

OR

Diploma in Library Science from a Professional Institute for Library Science with 07 years experience in library management

OR

(c) Lesser educational qualifications than (a) above but having Diploma/Certificate qualifications from a Professional Institute for Library Science along with extensive experience not less than 15 years in library management. Experiences in a computerized library system, Librarianship in a recognized Library are added advantages.

**Age** : Not more than 65 years by the closing date of application.

**Salary** : Monthly salary will be Rs.60,000/-. In addition, the government approved cost of living allowance will be paid.

**Appointment** : The appointment is fulltime and on contract for a period of one year and can be further extended based on performance and subject to the age limit specified above.

#### 3. POST OF MANAGEMENT ASSISTANT (2 POSITIONS)

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

(a) GCE Advanced Level 3 passes in one sitting with Chemistry as a subject.

(b) GCE Ordinary Level not less than 6 passes including credit pass for Mathematics, English/English Literature and Sinhala/Tamil language in one sitting

(c) Preference will be given those who possess the following;

(i) An acceptable qualification in computer applications of not less than six months duration obtained from a recognized institute

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(ii) Two year experience in the use of computer application packages

Computer literacy and a good working knowledge in English are essential.

**Age** : Between 25 - 35 years.

**Salary** : Monthly salary is negotiable and will be in the range of Rs.24,000/-. In addition, the government approved cost of living allowance will be paid.

**Appointment** : The appointment is permanent subject to one-year probation period.

##### **General Conditions**

Languages/skills-Excellent written and verbal communication skills in English is a must with sound knowledge in Microsoft office packages.

##### **Other terms**

I. Working on week-ends is essential but two week-days will be given off in lieu.

II. The employee will be a member of the Employees' Provident Fund and Employee Trust Fund and contributions would be made to the said schemes by the Employer and Employee in accordance with the relevant Acts.

Only short-listed applicants based on the highest qualifications and experience will be called for an interview and selection will be based on the performance at the interview.

Applications giving all particulars of qualifications, experience and other relevant information with two non-related referees in a sealed envelope with the name of the post as appearing in the advertisement written on the top left hand corner of the envelope should be hand delivered to the **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** or by an e-mail ([vacancy@ichemc.edu.lk](mailto:vacancy@ichemc.edu.lk)) not later than 14<sup>th</sup> November 2021.

24/10/2021