

THE INSTITUTION OF ENGINEERS, SRI LANKA

POST OF DEPUTY EXECUTIVE SECRETARY

APPLICATION DETAILS

Organizational Background

The Institution of Engineers, Sri Lanka (IESL), the apex engineering body for the advancement of the engineering profession and the practice of engineering in Sri Lanka continues to make important contributions in the field of engineering in our country. (For further information please visit www.iesl.lk)

Role

To meet the challenges ahead it requires the services of a high caliber and performance driven person with a proven track record as the Deputy Executive Secretary who will directly report to the Executive Secretary/Chief Executive Officer of the Institution. This position is a Senior Position in the Secretariat and includes responsibilities such as evaluation of applications from suitably qualified Engineers for conferring Chartered Engineer status, Conducting Professional Review Examinations to applicants who wish to obtain and/or upgrade membership of the IESL. In addition to the duties of Deputy Executive Secretary will assist the Executive Secretary/Chief Executive in the smooth operation of the Secretariat, activities connected to IESLCOE and attend meetings of the IESL committees. The ideal candidate should be visionary, self-motivated, and energetic and satisfy the following requirements.

Basic Requirements

Age: Should be not less than 45 years and not more than 62 years at the time of closure of the application.

Educational & Professional Qualifications:

Four year full time Engineering degree recognized by the IESL and the Corporate Membership of the Institution in any field of Engineering. Experience in utilizing IT tools for organizational productivity enhancement will be an added qualification.

Experience:

Minimum 10 years' experience in a senior post including administration and financial management.

Special Attributes

Should be self-initiative and have a vision for the future of the institution. Should possess Leadership, effective communication skills in public speaking, interpersonal, analytical, negotiation and presentation skills. The candidate should possess excellent writing skills in English. The candidate will be required to demonstrate these skills at the interview.

Responsibilities

- ❖ Assist CEO/Executive Secretary in General administration.
- ❖ To promote, expand, plan and implement membership services of the Institution.
- ❖ Function as the Secretary to Standing and other Committees of the Institution as directed by the CEO/Executive Secretary and/or Council.
- ❖ Assisting CEO/Executive Secretary in monitoring and coordinating activities pertaining to the corporate plan of the Institution including follow up action plans of sub committees formed to implement the various Corporate Plan Strategies.
- ❖ Attend to the work of the membership Committees and Sub Committees including arranging meetings, maintaining of Minutes and implementing decisions arrived.
- ❖ Assist in planning and executing all arrangements in connection with the Annual Sessions, National and International Seminars and Techno Exhibition.
- ❖ Coordinating with Director Publicity/Manager Publicity all matters relevant to the publications and Publicity Programs of the Institution.
- ❖ Any other duty that will be assigned by the CEO/Executive Secretary or Council.

Contract Assignment: Initially will be for a negotiated contract period which will be renewable at the discretion of the Council of the IESL after a performance review.

Remuneration: Negotiable (consistent with market norms with statutory payments)

Interview: 10-15 minutes presentation on how a significant contribution will be made.

Candidates meeting the above requirements may send their applications along with a CV, documentary evidence to support qualifications and experience and a recent passport size photograph by registered post **and** email with scanned copies of documentary evidence to reach, **The President, The Institution of Engineers, Sri Lanka, 120/15, Wijerama Mawatha , Colombo - 07 on or before 23rd May 2022.** (e-mail:president@iesl.lk). Applications received after the closing date will not be considered.