

**STATE MINISTRY OF URBAN DEVELOPMENT, COAST
CONSERVATION, WASTE DISPOSAL AND COMMUNITY
CLEANLINESS**



Urban Investment & Development Company (Pvt) Ltd
(Fully own subsidiary of Urban Development Authority)



VACANCY

POST OF MANAGEMENT ASSISTANT

Applications are invited from suitably qualified persons for the post of Management Assistant, at the Urban Investment & Development Company (Pvt) Ltd,” Sethsiripaya Stage II, Battarmulla.

General Requirements

- An excellent Command of Sinhala and English
- Excellent interpersonal, networking, and communication skills
- Ability to use common computer operating systems and packages as relevant to the job description
- English and Sinhala Typing Skills

Qualifications and Experience

- Should have passed the G.C.E (Ordinary Level) examination in six (06) subjects with four (04) credit passes including Sinhala/mathematics/English in one sitting
- Should have passed a minimum of three subjects (excluding common general test) at the G.C.E (Advanced level)
- Computed a course in word processing (MS word) / Type setting recognized by the Tertiary and Vocational Education commission or obtained similar proficiencies will be considered as an additional qualification.

Age: Should not be less than 18 years and not more than 45 years.

Application giving full particulars (with photocopies of all certificates) should be sent under registered cover with the name of the post applied for stated on the left corner of the envelope to reach “**Urban Investment & Development Company (Pvt) Ltd, Ground Floor, Sethsiripaya Stage II, Battaramulla** or E-mail to indeewari.fm@gmail.com within 21 days of this advertisement.

Facility Manager

Urban Investment & Development Company (Pvt) Ltd