

Post of Assistant Programme Coordinator

The Institute of Chemistry Ceylon is one of the leading government-approved degree-awarding institutes. It is the successor to the Chemical Society of Ceylon (founded in 1941) and was established in the year 1971 and incorporated by Act of Parliament No.15 of 1972 as a professional body for the general advancement and practice of Chemistry in Sri Lanka.

Applications are invited for the above post from the citizens of Sri Lanka who possess the below-mentioned qualifications and experience.

Qualifications and Experience:

a) BSc. Honours degree in Chemical Science/ Graduateship in Chemistry (GIC) qualification from the Institute of Chemistry Ceylon OR BSc. Special degree in Science from a recognized university

b) Minimum two years post-qualifying experience in general administration/ coordination of educational programmes. Similar experience in higher educational institutes will be an added advantage.

For internal applicants

GCE A/L 3 subjects in one sitting and Diploma in General/Office Management from a recognized Institution with not less than 10 yrs experience in office management/operational work in IChemC. Candidates having GCE A/L 3 subjects in Science with Chemistry as a subject, in one sitting are preferred.

General Conditions:

Age – Not less than 22 years and not more than 30 years by the closing date of application.

Salary – Monthly salary will be Rs.52,600/-. In addition, the government-approved cost of living allowance and the institute-approved allowances will be paid.

Languages/skills – Excellent written and verbal communication skills in English /Sinhala are a must with sound knowledge in Microsoft office packages.

Appointment: The appointment is permanent subject to a three-year probation period. Working on weekends is essential but two weekdays will be given off in lieu.

Other terms – 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 should be sent under registered cover with the name of the post as appearing in the advertisement written on the top left-hand corner of the envelope to the **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** by registered post or by an e-mail (registrar@ichemc.edu.lk) on or before 23/02/2023.

06.02.2023