



INCORPORATED COUNCIL OF LEGAL EDUCATION SRI LANKA LAW COLLEGE

VACANCY

POST OF MANAGEMENT ASSISTANT

The Council invites applications from suitably qualified applicants for the Management Assistant position. You will be given challenging assignments, lead initiatives, and take ownership and responsibility.

Qualifications and Skills

- Degree holder in Management.
- Excellent Computer literacy and verbal and written communication skills in English and Sinhala/Tamil.
- Previous experience in a similar capacity would be beneficiary.

Nature of Appointment

- This is a contract post for a period of one year (extension can be given based on work performance).

Salary

- Incorporated Council approved salary and allowances and will be entitled to EPF and ETF.

Applicants should forward their applications via email along with their complete CVs and two non-related Referees to reach the Principal, Sri Lanka Law College to **recruitments@slc.ac.lk** before Monday, March 26, 2023.

**Principal,
Sri Lanka Law College,
244, Hulftsdorp Street, Colombo 12.**