

Post of Assistant Registrar (Examinations)

The Institute of Chemistry Ceylon (ICChemC) is the successor to the Chemical Society of Ceylon (founded in 1941) and was established in the year 1971 by an Act of Parliament, for the general advancement of science and practice of chemistry. In addition, the Ministry of Higher Education has recognised the Institute as a degree-awarding institute.

Applications are invited for the post of Assistant Registrar (Examinations) from the citizens of Sri Lanka who possess the below-mentioned qualifications and experience.

Qualifications and Experience:

The applicant should possess

- Bachelor's Degree in Science/Administration/Management with First or Second Class from a recognized University/ Higher Educational Institute.

OR

- Bachelor's Degree in Science/Administration/Management with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management from a recognized University/ Higher Educational Institute.

AND

- Post-qualified minimum of two-year experience in general administration/coordination of educational programmes

AND

- Experience in IT and software handling

Experience in conducting examinations and coordinating examinations-related work in higher education institutions will be an added qualification.

General Conditions:

Salary: All-inclusive monthly salary will be Rs.70,660/-.

Languages/skills: Excellent written and verbal communication skills in English/Sinhala is a must with sound knowledge of 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 (vacancy@ichemc.edu.lk) not later than **2nd September 2023**.

Registrar, Institute of Chemistry Ceylon

10/08/2023