

VACANCY

Post of Management Assistant cum Receptionist

The Institute of Chemistry Ceylon was incorporated by Act of Parliament No.15 of 1972. Under Section 25A of the Universities Act No. 16 of 1978, the Institute of Chemistry Ceylon is recognized as a Degree Awarding Institute.

The Institute of Chemistry Ceylon will entertain applications from candidates who are citizens of Sri Lanka and possess the qualifications given below, for two posts of Management Assistant cum Receptionist.

Qualifications:

- GCE Advanced Level minimum 3 passes in one sitting.
- Computer literacy (sound knowledge of Microsoft Office packages is a must.)
- Good working knowledge of English.
- Good public relation capability.

Applicants having experience in office/reception work are preferred

Age: Shall be less than 35 years.

Appointment: The appointment as the Management Assistant cum Receptionist is initially for 01-year contract renewable depending on the performance. Premature termination of the contract shall be subject to 2 months' advance notice to the Institute.

Allowance: A monthly all-inclusive allowance of Rs. 43,300 is paid

Other terms: Working on weekends is essential but two weekdays will be given off in lieu.

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 their performance at the interview.

A self-made application giving all particulars of qualifications, experience, and other relevant information with two non-related referees should be forwarded under registered cover to reach **Registrar, Institute of Chemistry Ceylon, 341/22 Kotte Road, Welikada, Rajagiriya** not later than **2nd September 2023**. The "Post of Management Assistant cum Receptionist" should be marked on the top left-hand corner of the envelope. Alternatively, an application and CV can be sent by e-mail (vacancy@ichemc.edu.lk) to receive on or before the closing date.

The Institute reserves the right to shortlist the candidates. Applications that do not conform to the requirement and applications received after the closing date will be rejected without intimation.

Registrar, Institute of Chemistry Ceylon

10/08/2023