



THE INSTITUTION OF ENGINEERS, SRI LANKA

The Institution of Engineers, Sri Lanka, the apex body for the engineering profession in Sri Lanka invites applications from suitably qualified persons for the following posts.

1. Manager - Events

We are looking for a competent and dynamic person to produce events from conception to completion.

Brief Job Description

- Organizing the key events of the institution and preparation of budgets
- Providing outstanding customer services that meet quality expectations within the allocated budgets and timelines
- Developing and maintaining relationship with vendors and suppliers
- Promoting and marketing the events to achieve the budgeted revenues

Age: Preferably between 35 – 50 years

Qualifications: Bachelor's Degree in Marketing/Event Management offered by a university approved by the UGC. Having a MBA or Master's degree is an added advantage.

Experience: At least 5 years' experience in event planning, implementing and monitoring with a proven track record

Skills: Excellent command in written and spoken English and high computer literacy in MS Office applications

Salary: Negotiable

2. Event Assistant

Brief Job Description

- Meeting stakeholders to understand their requirements and objectives
- Coordinating and arranging necessary logistics for planned events
- Coordinating the activities of all involved parties on the day of the event
- Assisting to develop promotional materials

Age: Preferably between 25– 45 years

Qualifications: At least GCE(A/L) with 3 subjects in Science/Commerce stream and a distinction for English and at least credit passes for Science and Mathematics in GCE (O/L).

Experience: At least 5 years' experience in coordinating, implementing and monitoring events with a proven track record

Skills: Excellent command in written and spoken English and high computer literacy in MS Office applications and graphic designs.

Salary: Negotiable

Duly signed applications together with complete resume including names, addresses and contact details of two non-related referees, copies of certificates on education and experience and contact telephone numbers should be sent under registered cover to reach the under mentioned address or emailed to es@iesl.lk on or before 4th February 2024.

Please mention the job title on the top left hand corner of the envelope/subject line of the email.

CEO / Executive Secretary
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