



# SRI LANKA MEDICAL COUNCIL

## VACANCY

### Post of Coordinator to assist the Disciplinary Committees of the Sri Lanka Medical Council Assignment Basis

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 60 years of age for the above vacancy.

#### Required Qualifications and Experience:

1. Should possess a degree or diploma in administration or any appropriate field.
2. Excellent command of English language, both written and verbal skills are mandatory.
3. Applicants with a medical background will be given preference.
4. Previous work experience (preferably two years) in a similar role and organization will be considered as an added advantage.

The selected candidate will be paid an allowance of Rs. 7,500/- per day up to a maximum of fifteen (15) days per month during the period of assignment.

#### Job Description:

Responsible for the conduct and coordination of the Preliminary Proceedings Committee and Professional Conduct Committee of the Sri Lanka Medical Council and preparing proceedings of the above committees. The scope of this position shall be to ensure meetings are effectively organized and proceedings are recorded by adhering to the SLMC rules and regulations.

Applications, along with a curriculum vitae including two non-related referees, should be addressed to the Registrar, Sri Lanka Medical Council, to reach the SLMC on or before 01 April 2024.

Please mention the "**Post of Coordinator - Assignment Basis**" on the left corner of the envelope.

**Registrar,  
Sri Lanka Medical Council  
No. 31, Norris Canal Road  
Colombo 10**

10.03.2024