



SRI LANKA MEDICAL COUNCIL

VACANCY

Post of Management Assistant (Grade III)

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 30 years as at 01 July 2025 of age for the above vacancy.

Required Qualifications and Experience :

- 1 G.C.E. (O/L) Examination (Should have passed all subjects in one sitting with credit passes for Sinhala/Tamil language, English language, and Mathematics).
- 2 G.C.E. (A/L) Examination (Should have passed all subjects in one sitting).
- 3 Should have 02 years working experience in a similar role and organization
- 4 An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute and knowledge in Quick Book will be added advantage.
- 5 Language Proficiency in English and Sinhala/Tamil

Special Note : A degree in relevant field of study will be considered as an added advantage. (Accounting, Finance, Business Management, B.Com)

Job description :

Responsible for providing support to Heads of Units and coordinating all matters connected to the unit. The scope of this position shall be to execute and manage the key processes and day-to-day duties assigned by the Registrar or Head of the unit.

Salary Scale :

Selected candidates will be placed on the following salary Scales. MA 1-1-2025 Rs. 46,220-10x540-7x630-4x890-20x1,190 = 83,390.

Application Process :

Applicants should submit the full Curriculum Vitae along with a cover letter **to reach the following address on or before 17 July 2025**. The top left corner of the envelope should state "Recruitment to the post of Management Assistant - Finance" and applications should be submitted by Registered Post or sent via email to **admin@slmc.gov.lk**.

The Registrar
Sri Lanka Medical Council
31, Norris Canal Road,
Colombo 10.

06.07.2025