

THE INSTITUTION OF ENGINEERS, SRI LANKA

POST OF DEPUTY EXECUTIVE SECRETARY

APPLICATION DETAILS

Organizational Background

The Institution of Engineers, Sri Lanka (IESL), the apex professional body for the advancement of the engineering profession and the practice of engineering in Sri Lanka, continues to make significant contributions in the development of the profession and the country at large. (For further information, please visit www.iesl.lk)

Role

To meet the challenges ahead, IESL requires the services of a high-caliber and performance-driven professional with a proven track record to serve as **Deputy Executive Secretary**, reporting directly to the Chief Executive Officer/Executive Secretary. This is a senior position within the Secretariat, providing leadership support in strategic, administrative, and operational matters.

The Deputy Executive Secretary will be accountable for ensuring the efficient functioning of the Secretariat, strengthening member services, driving institutional initiatives, and supporting the implementation of policies. The ideal candidate should be visionary, self-motivated, and energetic, with a passion for advancing the mission of IESL.

Basic Requirements

- **Age:** Preferably between 35 and 55 years at the time of application closing.
- **Educational & Professional Qualifications:**
 - A Bachelor's degree in Engineering and Corporate Membership of the Institution in any engineering discipline.
 - Experience in utilizing IT tools to enhance organizational productivity will be an added qualification.
- **Experience:** Minimum of 10 years' experience in a senior position with exposure to administration and financial management.
- **Special Attributes:**
 - Self-initiative with vision for the future of the Institution.
 - Strong leadership, communication (including public speaking), interpersonal, analytical, negotiation, and presentation skills.
 - Excellent written communication skills in English (to be demonstrated at the interview).

Key Responsibilities

- **Strategic Alignment** – Work towards achieving the vision and mission of IESL by supporting the implementation of the corporate plan and aligning Secretariat activities with institutional goals.
- **Leadership Support** – Assist the CEO/Executive Secretary in overall administration, human resources, financial management, and governance functions of the Institution.
- **Membership Development** – Promote, expand, and enhance membership services and professional recognition processes, including overseeing evaluations and examinations for membership advancement.
- **Committee Coordination** – Function as Secretary to Standing Committees and other Committees of the Institution, ensuring effective preparation, documentation, and follow-up of decisions.
- **Program & Event Management** – Plan, coordinate, and oversee meetings, workshops, forums, and events of the Institution, ensuring timely execution within approved budgets.
- **Institutional Advancement** – Contribute to the formulation, monitoring, and execution of strategic initiatives and action plans of IESL, working closely with committees and stakeholders.
- **Other Duties** – Undertake any other responsibilities as assigned by the CEO/Executive Secretary or the Council in furtherance of the Institution's objectives.

Contract Assignment

The appointment will initially be on a one-year contract, renewable at the discretion of the Council of IESL based on performance.

Remuneration

An attractive and negotiable remuneration package will be offered, commensurate with qualifications and experience.

Interview

Shortlisted candidates will be required to make a 10–15 minute presentation on how they can make a significant contribution to the Institution.

Application Procedure

Candidates meeting the above requirements may send their applications, along with a CV, copies of relevant documentary evidence, and a recent passport-size photograph, by registered post or email (with scanned copies of documents) to:

The President

The Institution of Engineers, Sri Lanka
120/15, Wijerama Mawatha, Colombo – 07
E-mail: president@iesl.lk

Applications should reach on or before **8th September 2025**. Applications received after the deadline will not be considered.