



# THE INSTITUTION OF ENGINEERS, SRI LANKA

120/15, Wijerama Mawatha, Colombo 07

## VACANCY

The Institution of Engineers, Sri Lanka which is the apex body of the Engineering Profession in Sri Lanka, invites applications from suitably qualified persons for the following post.

### **Management Assistant - (Contract Basis)**

- Age: 25-35 at the initial recruitment
- Educational Qualifications: Graduates from a recognized university
- Skills and competencies
  - Dynamic and result oriented individual with right attitude and ability to learn fast
  - Fluency in English (written and oral communication)
  - Result oriented person and a good team player
  - Excellent customer service skills
  - Fair knowledge and good experience with average exposure in managing/ coordinating manage business affairs
  - Computer literacy skills
- Salary: Approximately Rs. 54,000 + Transport allowance (Rs 5000)
- The appointment will be made on a contract basis for a period of one year.

Duly signed applications together with a complete resume with names and addresses of two non-related referees along with their contact details, copies of relevant certificates and contact telephone numbers should be emailed to [hr@iesl.lk](mailto:hr@iesl.lk) with a copy to [opr.mgr@iesl.lk](mailto:opr.mgr@iesl.lk) or posted under registered cover to reach the under mentioned address on or before 20-06-2026. Please mark the post applied in the subject line of the email or the top left hand corner of the envelope.

**Chief Executive Officer/Executive Secretary  
The Institution of Engineers, Sri Lanka  
120/15, Wijerama Mawatha, Colombo 07.**