MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT AND TOURISM

LAKSHMAN KADIRGAMAR INSTITUTE

of International Relations and Strategic Studies

The Lakshman Kadirgamar Institute of International Relations and Strategic Studies (LKIIRSS)established by the Sri Lanka Institute of Strategic Studies Act No. 45 of 2000 as amended by Act No. 32 of 2006 functions as a multidisciplinary research institute dedicated to the study of the strategic interests of Sri Lanka including in particular, Defence, National Security, Law, Economics, Cultural Relations, Agriculture and Environment and the study of Sri Lanka's international relations.

The Lakshman Kadirgamar Institute (LKIIRSS) is seeking dynamic individuals to serve for the following positions.

Job Title	**Board Secretary & Legal Officer**
Category	Middle Manager
Location	Colombo, Sri Lanka
Salary	With effect from the date of appointment up to 31.12.2026 Rs.81,710/- + 17,800/- (Cost of Living Allowance) With effect from 01.01.2027 Rs.91,690/- + 17,800/- (Cost of Living Allowance)
Position Type	Full-time - Contract Basis
Scope of Main Responsibilities	All secretarial work involved with the Board of Management with LKIIRSS which include convening of Board meetings, preparing the Board meeting minutes, meeting agenda, and board papers etc. and circulating them to the members of the Board of Management and making preparation for Board meetings. Communicating with respective agencies when required for coordinating the engagements of the Institute. **As the Legal Officer** Handling all legal matters of the institute, which include providing legal advice to the Board of Management, preparing agreements, renewals, MoUs, contracts and other required legal drafting. Appearing before the Courts when necessary to protect the best interest of the institute its employees and properties. Taking care of overall legal aspects of the institute.

Educational Qualifications and Experience

1. Should have sworn in as an Attorney-at-Law in the Supreme Court

   AND

   Should have obtained a practical professional experience in the relevant field to the post not less than three (03) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court

Age

Age should not be less than 22 years and not more than 45 years.

Every applicant should :

- Be a citizen of Sri Lanka
- Be physically and mentally fit to discharge the duties of the Job Title
- Should be of excellent moral character
- Possess good communication skills

METHOD OF APPLICATION & CLOSING DATE

- ❖ All applicants must submit a cover letter and resume to reach the Executive Officer (LKIIRSS) **on or before 07.12.2026**
- ❖ Please submit in 'PDF' to the email indicated. At interviews the applicant has to produce the same in hard copies.
- ❖ Shortlisted candidates will be called for an interview and must bring
  1. Originals of their educational and professional certificates
  2. A set of certified photocopies of the above

EMAIL to: **admin@lki.lk** with copy to **ed@lki.lk**	**POSTAL ADDRESS:** **Executive Director (LKIIRSS),** **24, Horton Place,** **Colombo 7,** **Sri Lanka.**

Executive Director,
The Lakshman Kadirgamar Institute of International Relations and Strategic Studies (LKIIRSS),
24, Horton Place,
Colombo 7,
Sri Lanka.