

Ceylon College of Physicians

Vacancy

for a

Management Assistant

The Ceylon College of Physicians invites applications from an experienced person to serve as a Management Assistant in the College Office.

Basic requirements :

- Minimum GCE A/L. A Degree would be an added advantage.
 - o Those who are currently following undergraduate programmes will **not be considered**
- An excellent command of English (written and spoken)
- Ability to communicate by email and organizing skills
- Ability to work independently with MS Office Packages
- Knowledge on office procedures including basic account keeping skills
- Excellent communication skills
- Ability to work within a multidisciplinary team

The selected candidate will primarily be responsible for coordinating the activities related to international examinations facilitated by the College, activities related to the Journal of the College and other college activities. He/she should be able to work independently with minimal supervision. Previous related experience will be an advantage.

A suitable remuneration package will be offered based on experience and expertise.

Please email your CV to headofficerccp@gmail.com or sent by post on or before **15th August 2020** to :

Ceylon College of Physicians
341/1, Kotte Road,
Rajagiriya.