



SRI LANKA PORTS AUTHORITY

VACANCIES

The Sri Lanka Ports Authority is looking for qualified individuals for the following post:-

POST OF PERSONAL SECRETARY – JLM (PORT OF COLOMBO, TRINCOMALEE)
(Separate applications should be sent for each Port)

(a) **Eligibility :**

Should possess a Degree from recognized University.

And

Should possess Diploma in Secretarial works from recognized professional Institution/ NVQ level 05 in Secretarial works (Diploma duration should be 01 year).

With

Three (03) years active experience as a Personal Secretary in a public or reputed private institution.

Or

(b) **Eligibility :**

Should possess Diploma in Secretarial works from recognized professional Institution/ NVQ level 05 in Secretarial works. (Diploma duration should be 01 year).

With

Five (05) years active experience as a Personal Secretary in a public or reputed private institution.

(c) **Remuneration:**

Salary Category : 5.0 (JLM)

Basic Salary : Rs. 75,065/-

Annual Increment : Rs. 1,440/-

Gross salary is approximately Rs. 150,000/- (pm) inclusive of allowances

Note I : Should be a self-motivated person with the ability of prepare letters, drafting reports & fluent in English and Sinhala and to attend all other secretarial work independently.

Note II: Computer literacy is essential.

Note III: Selection will be done through a practical test and Interview.

Age Limit

Below 45 years. (This age limit will not apply to those in Government service or Statutory Corporations)

Applications together with photocopies of certificates with proof of age, educational, professional qualifications and experience should be sent under registered cover to reach **“The Chief Manager (Human Resource & Administration), Sri Lanka Ports Authority, Kochchikade, Colombo 13** on or before **31.07. 2024**. The post should be written on the top left hand corner of the envelope.

Applications received without attaching the copies of relevant certificates will be rejected.

This notice has been published in the website www.slpa.lk for more details.

Applications from officers in Government Departments or State Corporations should be forwarded through the Head of their respective Departments or Corporations. In the event of being selected, the applicant should obtain the necessary release from the relevant Departments/ Corporations.

CHAIRMAN