

INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA

VACANCY FOR EXECUTIVE SECRETARY

Institution of Incorporated Engineers, Sri Lanka (IIESL) seeks a dynamic and self-driven person for the above vacancy to be filled immediately.

Qualifications

- A Corporate Member of IIESL with a minimum 15 years post-qualifying experience in managerial and administrative functions in an executive capacity

OR

- A person with a recognized postgraduate degree in Management with a minimum of 15 years post-qualifying experience in managerial and administrative functions in an executive capacity

Prospective candidates

- Should be able to undertake the overall responsibility of the functions in the IIESL secretariat
- Should possess excellent oral & written skills in both English & Sinhala languages with computer literacy
- Should be able to organize training programs, examinations & other related functions
- Should be able to handle international affairs of IIESL
- Should be above 45 years of age on the date of closing of applications

This position will be initially on contract basis for one year and renewable, and will be convertible to permanent cadre on performance. Salary is negotiable. Prospective candidates are requested to forward an application with curriculum vitae on or before 16th December 2024 to the Secretary, Institution of Incorporated Engineers, Sri Lanka, 27/B Udumulla Road, Battaramulla through e-mail: quo@iiesl.lk

Secretary, IIESL