



Incorporated Council of Legal Education
Sri Lanka Law College

VACANCY

POST OF PERSONAL ASSISTANT TO THE PRINCIPAL

Applications are invited from suitable persons for the above position. The candidate must demonstrate exceptional organizational skills and the ability to manage multiple tasks under pressure.

Qualifications and Skills :

- A Bachelor's Degree from a recognized university or Institution.
- Fluency in both written and spoken English and Sinhala (competency in Tamil will be an advantage).
- Strong public relations, communication skills and Computer literacy.
- Excellent planning, organizing, coordination skills and the ability to work independently.
- Minimum 2 years' experience in similar capacity.

Age : Should be less than 30 years.

Nature of Appointment : Contract / permanent

Salary : An attractive salary package will be offered to the selected candidate.

Applicants must forward their applications via email along with their CVs including two non-related referees to reach the Principal, Sri Lanka Law College at recruitments@slc.ac.lk on or before November 22, 2024. **Please indicate "Personal Assistant to the Principal" as the subject line of your E-mail.**

The Principal
Sri Lanka Law College
Colombo – 12

Tel : 011 – 2323759, 011 – 2473119

Web: <http://www.sllc.ac.lk>