



MINISTRY OF POWER AND RENEWABLE ENERGY



SRI LANKA ATOMIC ENERGY BOARD
RELOCATION OF SRI LANKA ATOMIC ENERGY BOARD (SLAEB) AT ORUGODAWATTE
AND EXPANSION OF ITS OFFICE AND LABORATORY FACILITIES

POST OF PROJECT SECRETARY

The above project is being implemented by Sri Lanka Atomic Energy Board (SLAEB). The Project is to construct buildings and infrastructure in a land at Orugodawatte and relocate Sri Lanka Atomic Energy Board. Applications are invited from suitably qualified candidates who are citizens of Sri Lanka to be appointed on contract basis in the Project Management unit which will be located in Orugodawatte suburb.

Job Description :

- Provide full secretarial and admin support to the project team and division to ensure the smooth running of the division operations.
- Maintain records of Engineers and assist in their movements.
- Take minutes of meeting and maintain records for the operations and project team.
- Develop and maintain document control processes for the efficient management.
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and department.
- Support the officers and project team in daily admin roles and assist to keep stock of stationary supplies for the department.
- Perform data-entry, recording, printing and filing duties.
- Assist to check and verify staff claims and invoices for project team.
- Effectively and efficiently manage telephone calls, emails and other correspondence on behalf of Partners and project team members, diverting correspondence to other staff where appropriate.
- Maintain open and effective working relationships with senior management and colleagues.
- Up keeping the check list of activities.

- Follow-up actions on matters pertaining to contractor's correspondence.
- Handle/Support recruitment ensuring proper procedures are followed throughout the process (obtain necessary approvals, advertise, organize interviews, review recruitment documents etc).
- Administrative works including maintaining attendance leave registers.
- Coordinating the stakeholders.
- Accountability of furniture and office equipment of the PMU.
- Follow-up actions on matters pertaining to contractor's correspondence.
- Task of convening meetings to ensure proper records of proceedings and distribution.

Qualifications and experience

(1 or 2 below)

1. Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language.
 With
 A secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary
 With
 Minimum 02 years Experience in relevant field.
2. A Chartered Secretary with at least 01 year experience in relevant field.

Professional competencies

1. Excellent command of English & hands-on experience in using computer application software for office work.
2. Acceptable speed in typing.
3. Excellent communication skills both written and oral (English & Sinhala) and ability to attend to correspondence independently.
4. Ability to establish and maintain office systems such as filing, correspondence, office Procedures and take minutes of meetings etc independently.
5. Ability to function effectively in a team environment inspiring trust and cooperation of other team members and to promote good public relations.

Remuneration

Rs.46, 000 /= Fixed Salary and Government Approved Cost of Living will be paid as per Management Services Circular 01/2016).

EPF contribution from employee is 10% and 15% from the employer. ETF contribution is 3%.

Age Limit

Should be below 45 years on the closing date of the applications

Terms of Employment

The above post will be initially for a period of one year contract and renewable annually subject to satisfactory performance.

General

Application with full bio-data, names and addresses of two non related referees and copies of certificate relevant to the post should be forwarded under registered cover to reach the Director General, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 15th June 2017. The post for which the application is made should be marked on the left hand top corner of the envelope. Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Director General,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112533427/8**