



The Securities and Exchange Commission of Sri Lanka (SEC) is responsible for the creation and maintenance of a fair, orderly, efficient and transparent capital market whilst ensuring professional standards.

The SEC is looking for a dynamic, resilient, self-motivated team player with integrity and positive work attitude to fill the vacancy of Assistant Manager, which exists in the External Relations and Capital Market Education Division :

### **Assistant Manager – External Relations and Capital Market Education**

#### **The Role :**

- Maintain the Social Media platforms of the SEC
- Assist in preparing content for external communications including educational articles, media releases, reports, surveys, publications, notices etc.
- Design and create banners for the Social Media platforms of the SEC
- Assist in coordinating and conducting investor/ stakeholder education programmes
- Assist in content development for the SEC web portal
- Coordinate and contribute to the work of the International Organization of Securities Commissions (IOSCO) and other foreign jurisdictions
- Assist in content development for educational programmes such as TV programmes, radio programmes, seminars, workshops etc.

#### **Qualifications :**

- Possess a Degree in Marketing, Management, Commerce, Economics, Public Relations, International Relations and Development, Law or Social Science from a recognized University.
- A Class and/or a Master's Degree would be an added advantage.
- Relevant experience in Media, Advertising, Digital Marketing, Graphic Designing or External Relations
- Possess strong analytical, writing and presentation skills along with well-developed interpersonal skills.
- The applicant should be between 25-40 years of age.
- Possess a good command of English and Sinhala or Tamil language
- Ability to work independently under minimum supervision.
- Strong communication skills, both verbal and written.
- Ability to think fresh and drive innovation across the ecosystem.

**Please apply with names and contact details of two non-related referees, to reach the following address by registered post or e-mail your curriculum vitae to [recruitments@sec.gov.lk](mailto:recruitments@sec.gov.lk) on or before 27<sup>th</sup> February 2022 stating "the position" on the top left hand corner of the envelope or on the subject line of the email. The selection will be by way of an interview and only the shortlisted candidates would be contacted. Canvassing in any form will be a disqualification.**

**The Director General  
Securities and Exchange Commission of Sri Lanka**

**Level 29, East Tower, World Trade Centre**

**Echelon Square, Colombo 1**

**Website : [www.sec.gov.lk](http://www.sec.gov.lk)**