



# SRI LANKA MEDICAL COUNCIL (SLMC)

## VACANCY

Applications are invited from citizens of Sri Lanka for the following post at SLMC.

### Post of Receptionist on Assignment Basis

#### Required Qualifications and Experience:

1. G.C.E.(O/L) six subjects with credit passes for Sinhala Language/Tamil Language, English Language and Mathematics.
2. GCE A/L 3 passes in one sitting.
3. Excellent communication skills in English & Sinhala/Tamil.
4. Experience in a similar capacity would be an added advantage.
5. Should be energetic, self-motivated and should have professional attitudes.
6. Computer Literacy.

#### Job description

Directing visitors to the appropriate staff member or the units. Answering, screening, and forwarding incoming phone calls to the relevant staff member or the units. Detailed TOR shall be handed over when assuming duties.

#### Method of Selection

Interview.

#### Age Limit

Age not less than 18 years and not more than 35 years as at 28.08.2022 of age for the above vacancy.

#### Remuneration

Negotiable and shall be decided at the interview.

#### Conditions of Assignment

The initial appointment shall be for one (01) year with the possibility to be extended yearly for a maximum of three (03) years. The first year shall be on probation.

Interested applicants, along with a brief curriculum vitae with details of two non-related referees and photocopies of relevant certificates in proof of qualifications to be sent via Registered Post to reach the Registrar, Sri Lanka Medical Council on or before 28<sup>th</sup> August 2022.

Please mention the “**Post of Receptionist**” on the left corner of the envelope.

**Dr. Ananda Hapugoda,**

**Registrar,**

**Sri Lanka Medical Council,**

**No. 31, Norris Canal Road, Colombo 10.**

14-08-2022.