



Incorporated Council of Legal Education
Sri Lanka Law College

VACANCY

POST OF ASSISTANT SECRETARY TO THE PRINCIPAL

Applications are invited from qualified and experienced persons for the Post of Assistant Secretary to the Principal of Sri Lanka Law College. The candidate must demonstrate exceptional organizational skills and be able to manage multiple tasks under pressure.

- Qualifications and Skills :
- Professional qualification in Secretarial Studies, Business Administration related Advanced Diploma with 01 year experience or related Diploma with 02 years' experience in relevant field
 - Fluency in both written and spoken English and Sinhala (competency in Tamil will be an advantage)
 - Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
 - Strong organizational and multitasking skills with attention to detail
 - Ability to maintain a high level of confidentiality and Interpersonal skills
 - Excellent organizational and time-management skills with the ability to prioritize tasks effectively
 - Candidate below 30 years of age

Nature of Appointment : On contract (could be made permanent based on competency)

Salary : An attractive remuneration package is on offer for the selected candidate.

Applicants should forward their applications via email along with their CVs and two non-related referees to reach the Principal, Sri Lanka Law College to recruitments@slc.ac.lk on or before September 30, 2025. **Please indicate the position applied for as "Assistant Secretary to the Principal" in the subject line of your E-mail.**

The Principal
Sri Lanka Law College
Colombo – 12

Tel : 011 – 2323759, 011 – 2473119

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