



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 or Fresh Graduates are preferred
- 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
  - **Age - below 30 years of age**

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

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](mailto:recruitments@slc.ac.lk) on or before 6<sup>th</sup> March 2026. **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.sllc.ac.lk>