



Incorporated Council of Legal Education

Sri Lanka Law College

VACANCIES

Sri Lanka Law College is the sole institution in Sri Lanka, providing legal education to its students in preparation to qualify as Attorneys-at-Law in Sri Lanka. The Law College is governed by the Incorporated Council of Legal Education. The Council invites most suitably qualified candidates for the following positions.

Office Manager : • **We are looking for an energetic individual to support senior leadership in the smooth running of our organization's daily operations.**

Qualifications and Skills : • Degree in Management or in relevant field, with minimum 7 years' experience in Managerial Level role. Higher qualifications preferred.
• Excellent Communication and Leadership skills Fluency in both written and spoken English and Sinhala (competency in Tamil will be an advantage)
• Proficiency in MS Office packages.
• Excellent time-management skills and ability to prioritize tasks Effectively.
• Ability to work independently and handle confidential matters.
• **Age - not less than 40 years.**

Management Assistant : • We are looking for energetic persons who can provide administrative and operational support to ensure the smooth functioning of our organization.

Qualifications and Skills : • A Bachelor's Degree holder from a UGC approved/recognized University or Institute.
• Fluency in both written and spoken in English and Sinhala (Fluency in any other language will be an added advantage).
• Exceptional Interpersonal skills.
• Excellent organizational and time-management skills.
• Computer literacy and Email Communication.
• Previous experience in similar capacity would be beneficial.
• **Age - should not be less than 23 years**

Nature of Appointments : ➤ On contract (could be made permanent based on performance)
Salary ➤ An attractive remuneration package is on offer for the selected candidates.

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 6th March 2026. **Please indicate the position applied for in the subject line in your e-mail.**

The principal
Sri Lanka Law College
Colombo – 12

Tel: 011 – 2323759, 011 – 2473119

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