



Incorporated Council of Legal Education
Sri Lanka Law College

VACANCY

**POST OF PERSONAL ASSISTANT
TO THE PRINCIPAL**

Applications are invited from suitable persons for the above position. The candidate must demonstrate exceptional organizational skills and the ability to manage multiple tasks under pressure.

Qualifications and Skills :

- A Bachelor's Degree from a recognized university or Institution.
- Fluency in both written and spoken English and Sinhala (competency in Tamil will be an advantage).
- Strong public relations, communication skills and Computer literacy.
- Excellent planning, organizing, coordination skills and the ability to work independently.
- Minimum 2 years' experience in similar capacity.

Age : Should be less than 30 years.

Nature of Appointment : Contract / permanent

Salary : An attractive salary package will be offered to the selected candidate.

Applicants must forward their applications via email along with their CVs including two non-related referees to reach the Principal, Sri Lanka Law College at recruitments@sllc.ac.lk on or before November 22, 2024. **Please indicate "Personal Assistant to the Principal" as 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>