



Vacancy Announcement

Assistant Director**Corporate Communication (English Medium)
(01 position)****Reporting relationship:**

Director – Corporate Communication

Qualifications & Experience

- Bachelor's degree in journalism/ mass-media/ media arts production technology or any other relevant degree (English Medium) from a recognised university by the UGC of Sri Lanka
- Minimum 3 years experience in corporate communications, public relations or journalism.
- Excellent command of both written and spoken English.
- Experience in blog writing, corporate report writing, social media content development and web administration.
- Age: Below 35 years

**Management Assistant HR & Admin
(01 position)****Reporting relationship:**

Director - Human Resources & Administration

Qualifications and Experience

- Having passed three subjects (other than the General Test and Common English Paper) at the G.C.E. (A/L) examination at one sitting with credit passes.
- Having passed six subjects in the G.C.E. (O/L) examination at one sitting with credit passes for English and Mathematics.
- Work experience in Human Resources & administration, front desk handling and public relations.
- Age: Below 30 years

General Conditions

- The above position carries attractive remuneration and other fringe benefits.
- Short-listed applicants based on the highest qualifications and experience will be called for interviews, and the selection will be based on the performance at the interview/competitive examination.
- Application with a cover letter giving full name, address, contact numbers, date of birth, age, nationality, educational & professional qualifications, related experience and any other relevant details with names and contact details of two non-related referees to be forwarded to reach PUCSL on or before 23rd May 2025.
- The position applied for should be marked on the top left corner of the envelope or as the subject line of the email.

By post: Director - HR & Admin,
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Colombo 03.

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