



VACANCY

MINISTRY OF POWER & ENERGY

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from suitably qualified applicants who are citizens of Sri Lanka for the following post.

Every applicant,

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character.

Post of Administrative Officer (Sri Lanka Gamma Centre) (No of post: 01)
(This post is required for Sri Lanka Gamma Centre located at Free Trade Zone Biyagama)

Job Description :

- Work independently in providing administrative & managerial support to assigned line management under the supervision of the immediate supervisor on administration & human resource management.
- Handling office routine work, correspondence, record keeping, arrangement of meetings, keeping minutes and management of filing system and managing the relevant assisting staff.
- Enlargement of knowledge base through participation in training programmes.
- Work with innovation using modern tools of office work such as computer hardware and software.
- Preparation of records and maintenance of record keeping systems and data bases.
- Any other functions entrusted by the higher management.

Qualifications :

External Candidates: -

A Degree in Human Resource Management, Commerce, Public Administration, Public management, Business Administration (Special) HR which is recognized by the U.G.C.