



## 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 Management Assistant –Grade III (No of post: 01)**

#### **Job Description :**

- Work independently in providing clerical support to assigned line i.e. management, accounting, administrative, shroff & auditing functions, procurement of goods & services, maintaining of stores, communications under the supervision of the immediate supervisor.
- Handling office routine work, correspondence and management of filing system.
- Work with innovation using modern tools of office work such as computer applications.
- Preparation of records and maintenance of record keeping systems and data bases.
- Carry out any other work entrusted by the Chairman / DG / Higher Management of the Board within or outside the premises of the Board

#### **Qualifications :**

##### **External Candidates**

##### **Educational:**

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
  - i Sinhala/ Tamil
  - ii English language
  - iii Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.