



VACANCY FOR A CONFIDENTIAL SECRETARY

The Institute of Policy Studies of Sri Lanka (IPS), the foremost economic policy research organization in the country is currently looking for a professional and talented Confidential Secretary. The key job role of the selected candidate will be coordinate and manage secretarial and administrative tasks to ensure smooth functioning of related work areas.

Duties and Responsibilities

- Confidential handling of documents and correspondence
- Coordination of board/senior management meetings
- Recording of minutes and preparation of reports
- Attending to general secretarial and administrative tasks, including travel arrangements and organizing schedules
- Maintaining office personnel records and administrative systems

Skills and Qualifications

- Attention to detail and ability to multitask and prioritize work
- Excellent writing skills and communication in English
- Computer proficiency
- Good organizational skills, flexibility and adaptability to working environment
- Diploma or an equivalent qualification in secretarial practice from a recognized institute
- Five or more years of qualifying experience in the capacity of a Confidential Secretary to higher management

To apply, send your CV within 10 days of this advertisement (before 11 Oct 2018) to careers@ips.lk or post it to:

Director Finance and Administration
Institute of Policy Studies of Sri Lanka (IPS)
100/20, Independence Avenue, Colombo 7.