Sri Lanka Eye Donation Society, Colombo 07.

Vacancies

Sri Lanka Eye Donation Society calls applications from qualified, suitable persons for the following posts.

01. Administrator (Contract Basis)

Qualifications
- A Degree in Public Administration / Business Management from a recognized University.
- Or
- A General Degree and Postgraduate Diploma in the field of Public Administration / Business Management or Higher.

Experience
- Minimum 10 years of experience in General Management, Office Administration, Personnel Management, Disciplinary Inquiries, Labour Rules and Regulations and Building and Vehicle Maintenance in Public or Private Sector Organization. This post is on contract basis & age limit should be below 65 years.

02. Accountant (Contract Basis)

Qualifications
- Intermediate level qualifications from the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants or any other recognized Institute.
- Or
- Knowledge of computerized accounting software.

Experience
- Minimum 10 years experience as an Accountant in Public or Private Sector Organization with knowledge in computerized accounting software.
- Recently retired Officers from the Public Sector would also be considered on contract basis and age limit should be below 65 years.

03. Book Keeper

Qualifications
- Should have passed G.C.E. (A/L) in Commerce with Accountancy as a subject.
- Or
- Full or part qualified in ICASL / CIMA / ACCA / CMA / HNDA.

Experience
- Minimum 05 years experience as a Book-keeper or an Accounts Clerk in a reputed Organization. Experience in Banking, Computer Literacy, ability to work in English and ability to prepare Final Accounts independently will be considered as special qualifications.

04. Technologist (Eye Bank)

Qualifications
- Bachelor Degree (Science) or GCE (A/L) qualifications in Bio-Science.
- Or
- Computer Literacy will be considered as a special qualification.

Experience
- Experience in Medical / Surgical / Nursing Units would be a distinct advantage but not essential.

05. Management Assistant (Account)

Qualifications
- G.C.E. A/L (Commerce) with Accounting as a subject.
- Or
- Part qualification in CIMA / CMA / AAT / HNDA / ACCA.

Experience
- Minimum 03 years experience as a Management Assistant / Clerk with Accounting background in a recognized Institution.

06. Security Guard

Qualifications & Experience
- G.C.E. (O/L) with Credit passes in English, Sinhala and Mathematics.
- Minimum 05 years working experience in Government or Private Organization Security Sector.
- Must be between 18-35 years, height 5'5" and must be physically and mentally sound.
- Must be versatile, performance driven and have good PR skills.
- Must be residing in Western Province.

07. Labourer

Qualifications & Experience
- G.C.E. (O/L) with 06 passes including Language and Mathematics.
- Must be physically and mentally sound and hard working.
- Must be residing in Colombo area and should be able to report to duty when called.

Method of Selection
- Short-listed applications based on the highest qualifications & experience will be called for an interview. An attractive negotiable remuneration package will be offered.
- Self-applied applications giving full Bio-Data should be sent by Registered Post to the following address on or before 31 January 2017 with copies of all relevant certificates indicating the post applied for on the top left hand corner of the envelope.

Hon. General Secretary,
Sri Lanka Eye Donation Society,
Vidyawathana, Colombo 07.