



SRI LANKA ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE VACANCY

Post of Administrative Officer

SLAAS requires for immediate appointment an AO on an annual contract. Retired persons and government pensioners can also apply. Forward a CV with a **covering letter in own hand writing**, indicating a contact telephone number.

Essential Requirements:

1. Bachelor's Degree (or equivalent) with at least 3 years experience at executive level.
2. Ability to attend correspondence and draft letters in English.
3. For retired people, age should be between 55 – 63 years.

Remuneration:

1. All inclusive monthly allowance Rs. 11,000/- to 14,000/- depending on experience.
2. Additional incentive allowance of Rs. 1500/- based on good attendance.

Application Closing Date: 22nd September 2009

Send application by registered post, addressed to **General Secretary**, "Vidya Mandiraya", 120/10, Wijerama Mawatha, Colombo 7.

Submitting you application, enclosed in a sealed envelop, addressed to **General Secretary**, 'Vidya Mandiraya', 120/10, Wijerama Mawatha, Colombo 7, by hand is recommended.

General Secretary / SLAAS