



SRI LANKA ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE VACANCY

Post of Secretarial Assistant

SLAAS requires for immediate appointment a Secretarial Assistant on an annual contract. Interested persons are encouraged to forward a CV with a **covering letter in own hand writing**, indicating a contact telephone number.

Essential Requirements:

- (1) Three passes in A/L (Biology / Mathematics stream)
- (2) Good working knowledge of English
- (3) Solid computer skills utilizing Microsoft Office
- (4) Interest in science promotional activities
- (5) Below 26 years in age on 1st October 2009.

Remuneration:

All inclusive monthly remuneration between Rs. 8000/= and Rs. 11,000/= depending on qualification.

Application Closing Date: 28th September 2009.

Delivery by hand at "Vidya Mandiraya", 120/10, Wijerama Mw., Colombo - 7 is recommended.

General Secretary / SLAAS