

MINISTRY OF SMALL & MEDIUM BUSINESS AND  
ENTERPRISE DEVELOPMENT

**NATIONAL DESIGN CENTRE**

**VACANCY**

**Post of Board Secretary (Assignment Basis)**

Applications are called from Sri Lankan Citizens who have completed following requirements to conduct duties and responsibilities of Board Secretary to the Board of Directors of National Design Centre.

**Designation** : Board Secretary

**Educational Qualifications** : Degree of respective field obtained from a University recognized by the University Grants Commission

or

Diploma or Higher Diploma obtained from a recognized institute on Secretarial Practices

**Experience** : Over 05 years working experience in respective field

Proper working ability in English and Sinhala Languages

Excellent Computer literacy in Office Applications (Sinhala/English)

**Duties & Responsibilities** : All coordinating duties related to the Board Secretary and maintaining files pertaining to the same

Preparation of Board Papers and Meeting Minutes and distribute to relevant parties.

**Age** : Should be over 30 years and must not exceed 55 years

**Note:**

To perform above duties, you must report to office when Board Meetings are scheduled to be held (during respective week). Working after normal duty hours is expected, when meeting is in progress. You may indicate the expected allowance per day when reporting to office for the said duties.

Candidates who had fulfilled the aforesaid qualifications may send a resume with photocopies of the Educational Certificates, Professional Qualifications and Service Letters to prove the experience, addressed to **The Chairman, National Design Centre, No. 10, De Mel Road, Katubedda Moratuwa to reached on or before 22/07/2020.**

Applications will be rejected if photocopies of relevant certificates are not attached.

This appointment is on temporary basis and initially will be for 06 months period. The service period would be extended based on performance.

**The Chairman,  
National Design Centre  
No. 10, De Mel Road,  
Katubedda,  
Moratuwa.**