



The Insurance Regulatory Commission of Sri Lanka (IRC SL) invites suitably qualified self-motivated team players to fill the following vacancies in its Supervision, Finance & Administration Divisions and the Actuarial Unit:

1. Post of Executives

Key Responsibilities

- **Executive (Supervision)**
 - ◆ Evaluate financial viability of companies seeking registration;
 - ◆ Evaluate insurers' business and financial condition to determine the overall risk profile;
 - ◆ Assist in on-site inspections;
 - ◆ Participate in projects for the development of the supervisory capacity/framework.
- **Executive (Actuarial)**
 - ◆ Review of returns, actuarial abstracts and reserve reports;
 - ◆ Assist in onsite inspections;
 - ◆ Review of actuarial certificates of insurance products;
 - ◆ Assist in projects and preparation of reports, papers on relevant matters.
- **Executive (Finance & Administration)**
 - ◆ Preparation of Annual, Quarterly and Monthly Financial Statements as guided by the Sri Lanka Public Sector Accounting Standards;
 - ◆ Treasury Management of the funds of IRC SL;
 - ◆ Preparation of monthly schedules related to taxes and handling all correspondences with the Department of Inland Revenue and reconciliation of schedules;
 - ◆ Facilitate External and Internal Audit processes;
 - ◆ Preparation of Budgeted Financial Statements and Budget Revisions;
 - ◆ Handle petty cash.

Key Requirements

- Bachelor's Degree from a recognized university in Insurance/Actuarial/Mathematics/Statistics/Accountancy/ Finance/Business Administration/Commerce/Management;
OR
- A Professional qualification equivalent to a Bachelor's Degree in the relevant fields from a recognized institution;
WITH
- Two (2) years post qualifying experience at junior executive/executive level in a reputed organization.
- Experience or qualifications in insurance, analytical & research areas, knowledge in statistical applications and working experience in a financial regulatory authority will be a distinct advantage.
- Excellent communication skills with high level of computer literacy;

2. Post of Driver / Office Aide

Key Responsibilities

- **Transportation & Vehicle Maintenance:**
 - ◆ Ensures safe transportation of IRC SL employees and guests or items to the final destination in a safe and timely manner;
 - ◆ Conduct daily vehicle inspections before and after trips to ensure safety and report any mechanical issues to the Logistics Manager;
 - ◆ Maintain vehicle cleanliness and refuel as needed, ensuring vehicles are in optimal working condition at all times.
- **Office Administration & Record Management:**
 - ◆ Assists work of the record management system of the IRC SL;
 - ◆ Performs key duty to open and close the office on schedule times;
 - ◆ Assist the F & A Division on office maintenance activities & to maintain cleanliness of the office.

Key Requirements

- Passed G.C.E. Ordinary Level examination in 6 subjects with 3 credit passes,
AND
- Five (05) years experience as a driver with a valid heavy vehicle driving license,
- Residing within the Colombo Municipal area will be an added advantage.

General Terms

- Age should be below 40 years at the closing date of applications (Not applicable for applicants from Government Sector).
- Applicants who clearly demonstrate their qualifications will be shortlisted and informed.
- Canvassing in any form will be a disqualification.

An attractive remuneration package awaits the right candidates.

Applications should be made as follows on or before **01st December 2024**;

Post of Executive – Fill in the **prescribed google form** on the IRC SL website **www.ircsl.gov.lk**. Hard copies or email applications are not accepted.

Post of Driver/Office Aide - Applications should be made **together with copies of applicable certificates** covering the stipulated requirements and contact details of two non-related referees, by registered post indicating the "Post of Driver/Office Aide" on the top left corner of the envelope to the address given below.

If you require further clarification on the application process, please contact the Finance & Administration Division on 011 2396184/9.

The Director General

Insurance Regulatory Commission of Sri Lanka

Level 11, East Tower, World Trade Centre, Colombo 01.

Website: www.ircsl.gov.lk