



## VACANCIES

The Insurance Regulatory Commission of Sri Lanka (IRCSL) invites suitably qualified, self-motivated team players to fill the following vacancies:

### 1. Director Supervision

#### Key Responsibilities

- Carry out on-site inspection and off-site monitoring activities of insurers and offer necessary guidance to the supervision team for conducting effective oversight on insurers' internal controls, adherence to rules and regulations, and adoption of best practices;
- Facilitate to implement SLFRS 17 within the sector and review and supervise insurers under SLFRS 17;
- Develop and periodically assess policies, procedures, rules and guidelines related to supervisory activities to ensure suitability for conducting prudent supervision;
- Publication and submission of monthly, quarterly and annual review and statistical reports of the insurance industry to relevant stakeholders;
- Recommend granting licenses to new applicants (insurers) based on their financial stability and capacity to meet policyholder obligations consistently;
- Execute assigned duties related to projects aimed at enhancing the prudential supervisory framework of the insurance industry, collaborating with international experts on initiatives such as risk-based capital frameworks and risk-based supervisory frameworks;
- Conduct capacity building and training sessions for new recruits within the division and oversee the performance of supporting staff members;
- Performing assigned strategic plan activities of the division.

#### Key Requirements

- A Bachelor's degree from a recognized university in Insurance/Finance/Business Administration/Accountancy/Actuarial or similar discipline **OR** a professional qualification equivalent to a bachelor's degree from a recognized institution,

#### AND

- Ten (10) years post qualifying managerial experience in a reputed organization.
- A Master's Degree and work experience in regulation and enforcement will be an added advantage.

### 2. Assistant Director Investigation

#### Key Responsibilities

- Develop policies and other statutory requirements to ensure an efficient and effective complaints management system;
- Provide required assistance and guidance in handling complaints with regarding claim disputes and complaints;
- Contribute to the Strategic Plan of the Division;
- Carry out investigations under Section. 54 of the Regulation of Insurance Industry Act;
- Monitor the preparation of Quarterly Reports, Annual Reports, Monthly Action Plan updates and any other report pertaining to the Division;
- Assist in preparing papers for the Commission relating to the Division;
- Conduct root-cause analysis for complaints/ disputes in order to identify specific market conduct issues and make recommendations to address the same;
- Perform assigned tasks in implementation of projects, policies, and statutory requirements, etc.
- Train and guide subordinates on the assigned tasks.

#### Key Requirements

- An Attorney-at-Law or a Bachelor's degree from a recognized university in Law or in any other related field;

#### WITH

- 06 years post qualifying relevant managerial experience in a reputed organization.
- Experience or qualifications in insurance and working experience in a regulatory authority will be a distinct advantage.

### 3. Assistant Director Administration

#### Key Responsibilities

- Develop and propose annual HR and Administration budget;
- Lead the development and execution of HR strategies, policies and procedures, practices and functions such as recruitment, performance management, training, time management, benefits, employee engagement etc. in alignment with the organizational mission and goals;
- Review and negotiate HR-related contracts and agreements;
- Oversee all matters relating to facilities and administration, including building lease, front desk, supply resource management, records function and logistics (drivers);
- Clarifies and guides the relevant staff on the entire procurement process and ensures all procurements are carried out in compliance with procurement procedures issued by the Government;
- Assists the line manager on implementation of divisional action plan;
- Ensures compliance with relevant legislations and best practices in HR, Administration and Procurement procedures so that they are efficient, accurate, timely, and responsive;
- Monitor the progress of preparation of Annual Report and arrange to submit Annual Report to the Parliament with necessary documents.;
- Preparation of papers to the Commission on the matters assigned to self and assist the line manager in preparing papers to the Commission relating to the Division;
- Perform assigned tasks in implementation of projects, policies and statutory requirements etc.;
- Train and guide subordinates on the assigned tasks.

#### Key Requirements

- A Bachelor's degree from a recognized university in Business Administration/Public Administration/Finance/Accountancy/Commerce or similar discipline **OR** a Professional qualification equivalent to a bachelor's degree in a reputed organization,

#### WITH

- 6 years post-qualifying relevant managerial experience in the relevant field.

### 4. Executive (Market Conduct Supervision)

#### Key Responsibilities

- Assist in implementing market conduct rules, regulations, directions, and guidelines.
- Assist in developing strategies, toolkits, and templates for market conduct supervision.
- Assist in monitoring, detecting, and reporting unlawful or inappropriate practices in pre-sale and post-sale processes, identified through offsite surveillance and risk-based onsite examinations.
- Conduct offsite market conduct risk assessment and prepare market conduct assessment reports, annually.
- Assist in preparing the annual risk-based supervision plan and the compilation of required documentation for risk-based onsite examinations.
- Participate in risk-based onsite examinations to assess compliance with market conduct guidelines and directions and prepare supervisory reports on the findings.
- Assist in conducting thematic reviews on specific focus areas and broader market concerns/issues.
- Assist in the standardization of key wordings of insurance policies based on the issues identified through offsite and onsite examination findings to ensure clarity and consistency of the market.
- Contribute to the strategic action plan of the Unit and assist in its implementation.
- Preparation of monthly reports on relevant matters as assigned by the line manager or head of the Unit.

#### Key Requirements

- A Bachelor's degree from a recognized university in Insurance/Finance/Accountancy/Business Administration or similar discipline **OR** a Professional qualification equivalent to a bachelor's degree in the relevant fields from a recognized institution;

#### WITH

- Two (2) years post qualifying relevant experience at junior executive/executive level in a reputed organization.

### 5. Executive (Supervision)

#### Key Responsibilities

- Evaluate insurers' financial condition to determine their overall risk profile, with particular emphasis on the analysis of financial statements, solvency position, profitability, liquidity, and compliance with regulatory requirements.

- Review and interpret insurers' audited financial statements, regulatory returns, and management information to assess financial soundness, identify emerging risks, and ensure adherence to prudential and supervisory standards, and alignment with applicable accounting frameworks.
- Participate in on-site inspections by assessing insurers' financial reporting practices, asset quality, capital adequacy, and corporate governance processes.

#### Key Requirements

- Bachelor's Degree from a recognized university in Accountancy/Finance/Commerce/Management/Business Administration/Insurance/Mathematics/ or similar discipline **OR** a Professional qualification equivalent to a bachelor's degree in the relevant fields from a recognized institution;

#### WITH

- Two (2) years post qualifying relevant experience at junior executive/executive level in a reputed organization.

### 6. Management Assistant

#### Key Responsibilities

##### General

- Handling the front desk telephones;
- Assist Executives and higher position officers to perform their duties and be involved with divisional activities;
- Organise and maintain the filing systems;
- Maintain databases of the division;
- Handle telephone correspondence and inquiries of the division;

##### Correspondence

- Drafting letters and reports whenever necessary,
- Maintains records and follow-ups when providing information, documents, files to the Auditors, other Divisions etc.,
- Follow-ups on deadlines for reports, tasks etc.

##### Meeting Management

- Arrange meetings of the division;
- Ensure logistical arrangements in connection with meetings;
- Prepare agendas and takes minutes.

#### Key Requirements

- G.C.E. (Advanced Level) Examination in 3 core subjects and G.C.E. (Ordinary Level) Examination in 6 subjects with Credit Passes for four (4) subjects including Sinhala/Tamil, English and Mathematics,

#### WITH

- A Certificate in Finance/Management/Marketing/Insurance/Secretarial Practices or the relevant field acceptable to the Management of IRCSL from a recognized institution,

#### AND

- Three (03) years relevant experience in a reputed organization.
- Strong communication skills, high level of computer literacy in Office Packages, and ability to handle correspondence independently will be an added advantage.

### 7. Driver cum Office Aide

#### Key Responsibilities

##### Transportation & Vehicle Maintenance :

- Ensure safe transportation of IRCSL employees and guests or items to the 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 :

- Assist in the record management system;
- Performs key duty to open and close the office on scheduled times;
- Assist the Administration 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.

#### General Terms

- Age –  
Age for the director position should be below 50 years and for the other posts; the age should be below 40 years at the closing date of applications (Not applicable for applicants from the Government Sector).
- Experience or qualifications in insurance, analytical & research areas and working experience in a regulatory authority will be a distinct advantage for the posts of Director, Assistant Director & Executive.
- Excellent communication skills with a high level of computer literacy are a must for the Management Assistant and above posts;
- Applicants who clearly demonstrate their qualifications will be shortlisted and informed.
- Canvassing in any form will be a disqualification.

#### Remuneration and Benefits :

##### Gross Salary and other applicable allowances per month ;

- Director - (Rs. 294,050.00 + Vehicle allowance Rs. 50,000.00 + Fuel reimbursement for 135 Liters p.m. + Communication allowance Rs. 3,750.00)
- Assistant Director - (Rs. 225,050.00 + Vehicle allowance Rs. 25,000.00 + Communication allowance Rs. 2,000.00)
- Executive - Rs. 156,050.00
- Management Assistant - Rs. 104,300.00
- Driver cum Office Aide - Rs. 78,425.00 + Uniform allowance Rs. 2000.00

##### Other benefits

- Annual performance-based incentive
- Leave encashment
- Outdoor medical reimbursement
- Comprehensive indoor medical insurance
- Life & Critical illness cover
- Personal accident insurance cover equivalent to 60 months of basic salary
- Vehicle & distress loan facilities
- Sponsorship for higher studies
- Reimbursement of subscription fees to one professional institution

Applications should be made as follows **on or before 08<sup>th</sup> June 2026**.

**All the posts other than Driver / Office Aide** - Fill in the **prescribed google form relevant to the post** on the IRCSL website [www.irsl.gov.lk](http://www.irsl.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 a copy of the driving licence and contact details of two non-related referees, by registered post indicating the "Post of Driver cum 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 Administration Division on **011 2396184-9**.