National Credit Guarantee Institution Limited

JOB VACANCY

The National Credit Guarantee Institution Limited (NCGIL) is a Public Private Partnership established between the Government of Sri Lanka and 13 leading Shareholder Financial Institutions (SFIs) to support the country's Micro, Small and Medium Enterprise (MSME) sector. The NCGIL provides credit guarantees to SFIs and promotes cashflow-based lending for viable MSMEs which will foster economic growth and prosperity.

We are seeking a highly organized, proactive, and discreet professional with excellent communication and interpersonal skills, strong attention to detail, and the ability to manage multiple priorities while effectively supporting the CEO and coordinating with internal and external stakeholders.

If you are an organized, proactive, and trustworthy professional ready to provide effective support to the CEO,

Join Us!

Key Qualifications, Experience and Responsibilities

Administrative Assistant cum Personal Assistant to CEO

Role Overview

Responsible for providing comprehensive administrative and secretarial support to the CEO, including managing schedules, coordinating meetings, preparing correspondence and reports, maintaining confidential records, and facilitating effective communication with internal and external stakeholders. The role ensures the smooth and efficient functioning of the CEO's office through professional coordination, timely follow-up, and the highest level of confidentiality and discretion.

Qualifications and Skills

- Should have passed G.C.E. Advanced Level examination with a Distinction Pass (A) for General English or possess an equivalent qualification.
- Strong communication skills, with fluency in written and spoken English.
- Strong interpersonal skills and the ability to build and maintain professional working relationships with representatives of stakeholder institutions.
- Proficiency in Computer Applications and Microsoft Office package is essential.
- A minimum of 1 year experience in Management Assistant or Administrative roles will be preferred.
- Shorthand writing skills would be an added advantage.
- Age preferably below 35 years.

Selection Process:

Selection will be made through a comprehensive interview process and please note that only qualified candidates will be notified at all stages of the selection process.

If you are interested and possess the required qualifications, please submit your complete CV, including the contact details of two unrelated referees, within seven (07) days of the publication of this advertisement. You may email your CV in PDF format to careers@ncgil.lk, or submit a hard copy by registered post or by hand to the address below.

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