



## SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME

### VACANCY ANNOUNCEMENT

South Asia Co-operative Environment Programme is an Inter Governmental Organization established under Articles of Association by the governments of South Asia to promote and support protection, management and enhancement of the environment in the region and registered with secretariat of the United Nations. SACEP is also the Secretariat for the South Asian Seas Programme which is one of the seventeen Regional Seas Programmes of the United Nations Environment Programme, based in Colombo. Applications are invited for the following posts.

**1. Programme Officer**

- Posses a Degree / Preferably a Masters Degree in Environmental Science, Freshwater, Marine Science or Natural Resource Management
- A minimum of 5 years professional experience after First Degree or 3 years after Masters Degree in Programming and Project Management
- High proficiency in reading, writing and communicating skills in English
- Computer literacy with proficiency in MS office is essential
- Good interpersonal skills

**2. Database Manager**

- Posses a Degree / Preferably a Masters Degree in Biological or Environmental Sciences or other relevant subjects.
- Possess a diploma in computer science
- Minimum of five years experience in computer networking, server administration and database management
- Experience in data collection, analysis and management
- High proficiency in English with effective communication and drafting skills

**3. Database Assistant**

- Graduate in Computer Science or equivalent qualification with at least an 'A' level background in biosciences.
- Considerable experience in data entry and management (data collection, storage and dissemination)
- Three years experience and expertise in hardware and computer maintenance/servicing
- Proficiency in English is preferred with effective communication skills
- Good interpersonal skills

**4. Secretary**

- 3 passes at GCE (A/L) and passed GCE (O/L) with Distinctions for English and Mathematics
- Typewriting speed of 40 w.p.m. is essential and knowledge of Shorthand will be an added qualification
- Computer literacy with proficiency in MS office is essential
- High proficiency in English with effective communication skills
- Preference will be given to those who have a knowledge of basic accounting

**General Information**

- Age below 35 years
- Salary is commensurate with the best suitable candidate
- Employment will be on yearly renewable contract basis at the discretion of the Director General, except for Project Staff where it will be on contract based on the length of the projects
- EPF, Medical Insurance
- The selected candidates will be on probation for a period of 3 months. However, the Director General reserves the right to either extend the period of probation or to terminate the services.

Application containing all relevant information and references with names and addresses of two non-related referees should be forwarded to the under mentioned **on or before 20<sup>th</sup> April 2008**.

Director General  
South Asia Co-operative Environment Programme  
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Colombo 5  
Email : [sacep@eol.lk](mailto:sacep@eol.lk)  
Website : [www.sacep.org](http://www.sacep.org)