Vacancy announcement: Post of Administrative Officer (One)

SACEP is an intergovernmental organization established with a view to ensuring a sound and sustainable management of the environmental resources. Applications are invited from the competent candidates for the post of Administrative Officer

Criteria for appointment & Requirements

- Degree from a recognized university in the field of commerce, economics, management or relevant field supported by professional qualification in financial management, or
- Master's degree in Human resource management and equivalent with financial management background
- 10 years’ experience in a similar capacity with the recognized mercantile establishment, government/non-government organization or institution with minimum 5 years’ experience in the senior management level. Experience in an intergovernmental organization such as the UN will be an advantage
- Excellent knowledge in financial and human resource management
- Capable of managing multiple responsibilities and able to deliver to strict deadlines
- Strong influencing skills and able to contribute effectively to strategic decisions and able to interpret and clearly explain complex financial information two non-financial staff and governing bodies
- Strong interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Excellent reading writing and communicating skill in English
- Strong IT knowledge and experience
- Age below 45 years on the date of application

Job description

- The Administrative Officer will report to Director General on all aspects of his/her activities and obtain approval on all matters.
- Administrative management
- Financial management
- Tasks assigned by the Director General

General information

- Salary and remuneration package on appointment
- Employment will be on a yearly renewable contract basis at the discretion of Director General of SACEP
- The short listed candidates will be calling for interview
- The selected candidates will be on an initial probation for a period of 6 months, the Director General reserves the right to extend the period of probation or terminate the services.
- The authority preserves the right of cancellation of the advertisement at any time

Application procedure

- Application containing all relevant information and references should be sent to reach the under mentioned by email on or before 15 December 2021

Director General
South Asia cooperative environment programme (SACEP)
146/24A, Havelock road
Colombo 5
Sri Lanka
Email: secretariat@sacep.org / director.general@sacep.org
Vacancy announcement: Post of Driver Come Office Assistant (One)

Offers of the post of Driver/Office Assistant to a suitable individual with requisite qualifications and experience and proven record

Criteria for appointment & Requirements

- Studied up to GCE O/L with 5 (five) years proven experience as a driver
- Possess a valid Heavy Vehicle Driving License
- Ability to read, Write and understand English
- Ability to communicate effectively with government officers, Embassy staff etc,
- Good report keeping and reporting skills
- A sound knowledge of area roads and important places in Colombo and Suburbs
- Ability to lift heavy packages and luggage
- Availability to work long hours and occasionally take weekend and night shifts
- A polite and professional disposition
- Ability to remain calm in stressful driving situations
- Experience in general office administration duties such as visa processing, banking, payment of bills etc.
- Ability to multitask and remain motivated and positive
- Good interpersonal skills
- Bellow 35 years on the date of application

Job description

- The Driver/Office Assistant will report to Director General/Administrative officer on all aspects of his activities and obtain approval on all movements of his vehicle

General information

- Salary and remuneration package on appointment
- Employment will be on a yearly renewable contract basis at the discretion of Director General of SACEP
- The short listed candidates will be calling for interview
- The selected candidates will be on an initial probation for a period of 6 months, the Director General reserves the right to extend the period of probation or terminate the services.
- The authority preserves the right of cancellation of the advertisement at any time

Application procedure

- Application containing all relevant information and references should be sent to reach the under mentioned by email on or before 15 December 2021

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director.general@sacep.org