



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. It is also registered with secretariat of the United Nations. SACEP is also the Secretariat for the South Asian Seas Programme which is one of the eighteen Regional Seas Programmes of United Nations Environment Programme based in Colombo. Applications are invited for the following post.

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
- Age below 35 years

General Information:

- Salary will be commensurate with the best suitable candidate
- Employment will be on a yearly renewable contract basis at the discretion of Director General of SACEP
- EPF, ETF Medical Insurance and other allowances.
- The selected candidate 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.
- Further details can be viewed at the SACEP website

Applications 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 28th Sep 2011.

Officiating Director General
South Asia Co-operative Environment Programme
No. 10, Anderson Road, Off Dickman's Road
Colombo 5
Email : sacep@eol.lk
Website : www.sacep.org