

Recruitment Information

– Secretary of General Affairs Division

4 March 2024
JICA Sri Lanka Office

1. Application

This document contains the terms and conditions applicable to notice of interest in applying for the post of Secretary (Clerk Category) of General Affairs Division, JICA Sri Lanka Office.

2. Procedure

2.1. Submission of Curriculum Vitae (CV)

Deadline	<u>12:00(noon) on March 15th (Fri), 2024</u>
Method	By e-mail Please send your CV with title "Post of Secretary of GA". TO: Ediriweera-Harinda@jica.go.jp and CC: sl_oso_rep@jica.go.jp
Remarks	CV should be written in English. The following information should include but not limited to; <ul style="list-style-type: none">• Face photo (color) taken in three months• Date of Birth• Current Resident Address• Education Background• Working Experience• Two non-related referees Canvassing in any form and lack of information in CV would be a disqualification.

2.2. Answering Questionnaire

Deadline	<u>12:00(noon) on March 15th (Fri), 2024</u>
Method	By online Please access to the following URL and fill in the questionnaire. https://forms.office.com/r/AHBv9Zu02y

***Please note that both submitting CV and answering the questionnaire are required.**

Interested applicants who submitted CV and answered the questionnaire will be shortlisted for proficiency test. The detail (date, time, etc.) of the proficiency test will be notified later (most probably, late March) only to shortlisted candidates.

Only selected applicants from the proficiency test will be responded and called for the interview.

3. Job Descriptions

The Secretary of General Affairs Division is to work for the administrative tasks necessary for the smooth operation of JICA office. The main tasks of the Secretary are;

- Secretarial work for the Chief Representative of JICA Sri Lanka Office. (Scheduling appointments with relevant stakeholders, arranging the vehicle, etc.)
- Arranging logistics for the domestic/overseas business trip, including flight bookings, accommodation, and visa arrangements.
- Handling visa matters of Japanese staff and mission members dispatched from Japan.
- Arranging tax exemption and custom clearance for personal packages, office packages, project equipment, etc.
- Managing the mailing list and contacts database, taking telephone messages, and dealing appropriately with incoming and outgoing post.
- Handling monthly payments for the various services required for the office operation.
- Other administrative tasks required for the office operation.
- Attend assignments given by the Senior Representative and Chief Representative of JICA Sri Lanka Office.

- Work Location
JICA Sri Lanka Office, Colombo
- Salary
As per the National Staff salary scale
- Holiday
Saturday, Sunday and holidays designated by JICA Sri Lanka Office
- Allowance
Overtime & business trip allowances
- Social & Welfare
EPF/ETF and medical insurance
- Working hours
JICA Sri Lanka Office employee must work 7.5 hours a day excluding 1hr Lunch time from Monday to Friday (*Report to work between 7:30 - 9:30; e.g. 8:30 - 17:00)
- Business Trip
JICA Sri Lanka Office employee is on necessity requested to go on business trip to out of Colombo.

4. Competencies

- Work under pressure and handle numerous tasks simultaneously in timely manner
- Focuses on result for the client and work with energy and a spontaneous, positive and constructive attitude
- Work effectively as a team member and provide helpful feedback / advice to others in the office
- Work in multicultural and international environment

5. Preferred qualification, experiences and skills required

- G.C.E (Advance Level)

- Secretarial qualification in Institute of Chartered Corporate Secretaries of Sri Lanka or recognized institute
- More than 3 years of working experience in general secretarial functions or office administration
- Having in-depth knowledge of attending clerical & Administrative procedures
- Proficiency in the use of computer (especially Microsoft Office applications)
- Excellent interpersonal and organizational communication skills
- Fluency in English, both verbal and written is required
- Ability to work independently and collaborate with others

6. Term of Contract

The Position will be three (3) year fixed term contract basis from the day of recruitment with possibility of further extension by the performance during the contract period and circumstances surrounding JICA activities. A newly recruited staff shall enter upon a probationary period for six (6) months from the day of recruitment. The recruitment day is expected to be April or May 2024.

7. Others

- No payment shall be made for participating the test and interview including transport cost.
- The curriculum vitae / resume submitted to/received by JICA will be used by JICA exclusively for purpose of assessment and interview and will not be used for any purpose without prior notice to the applicant.

End