

PRIME MINISTER'S OFFICE

Japan-Sri Lanka Joint Comprehensive Partnership (JCP) Secretariat

Vacancy - Post of Junior Executive

Sri Lankans in possession of relevant qualifications and experience are invited to apply for the above post for The Japan Sri Lanka Joint Comprehensive Partnership (JCP) Secretariat.

The selected candidate will be required to maintain all documentation on behalf of the JCP secretariat including maintaining of secretariat accounts under the direction of the overall coordinator, Support in organizing events arranged by the JCP Secretariat and communicating with Japanese counterparts on behalf of JCP is also required.

Educational Background

- i) Should possess a Bachelors degree from a recognized university with
- ii) Postgraduate qualification in the area of Humanities or Social Sciences would be an added advantage.

Experience

Minimum 5 years of experience in supporting administrative and field based work related to projects or equivalent experience in Government / Private sector.

Language

Priority will be given to those well conversant in Sinhala, Tamil and English
Fluency in Japanese in reading, writing and speaking is essential.

Age Limit

Below 40 years (on the closing date of application)

Period of Contract

01 year (annual renewal of contract up to a maximum of three years will be considered depending on the performance)

Remuneration

An attractive, negotiable salary package awaits the right candidate with the right qualifications.

Only shortlisted applicants will be called for the interview.

Interested candidates may send their duly filled CV on or before **10.12.2016** to the Secretary to the Prime Minister, Prime Minister's Office, No. 58, Sir Ernest De Silva Mawatha, Colombo 07 along with the copies of certificates to ascertain educational and professional qualifications and experience.

Post applied for should be mentioned on the left hand corner of the envelope. Applicants from public / corporate sector organizations should channel their CV through the respective Heads of Organization.

*****Those who have submitted their applications in response to our advertisement published in Daily News dated 17.10.2016 need not apply again.***

Canvassing in any form will be a disqualification.

**E M S B Ekanayake
Secretary to the Prime Minister
Prime Minister's Office
No. 58, Sir Ernest De Silva Mawatha,
Colombo 07.
Sri Lanka.**

Email: secpm@pmoffice.gov.lk

23.11.2016