



# SAARC CULTURAL CENTRE - SRI LANKA

## VACANCY ANNOUNCEMENT

SAARC Cultural Centre, established in Sri Lanka is a Regional Centre under the South Asian Association for regional Cooperation (SAARC) and will act as a "Centre of Excellence" in the field of South Asia closer.

The following vacancy is announced at the SAARC Cultural Centre for Sri Lankan Nationals only.

### ADMINISTRATIVE ASSISTANT - GSS CATEGORY III

#### Educational

**Qualifications** : Advanced Level/ Higher Secondary Level

**Work Experience** : Sound knowledge on office administration, preparing and maintaining of office inventory, personal files and attendance, maintaining procurement and services and GRN and other related duties and responsibilities.

Preference will be given to those who have the background knowledge on computer application on Word and Excel Spread Sheets, digital archiving and maintaining cyber storage.

Experience in working for foreign missions/ international organizations would be an added advantage.

**Salary Scale** : US\$ 161-5x5-186 (EB) 6x5-216 (EB) plus other allowances as per the Harmonized Rules of the SAARC Regional Centres payable in Sri Lankan Rupees.

#### Other Service Conditions:

1. **The medium of work will be in English.**
2. Age Limit - Not more than 40 years of age on the closing date of applications.

#### Application Process:

Applicants who possess the above requisite qualifications should forward their applications together with copies of educational/ professional qualifications, details of work experience and names and addresses of non-related referees to the following address:

**Director**  
**SAARC Cultural Centre**  
**No. 224, Baudhaloka Mawatha, Colombo 7**

All applications should be sent **by post** to reach the address given **on or before 15<sup>th</sup> March 2022.**

The post applied for should be stated clearly on the top left-hand corner of the envelope.

Only shortlisted applicants will be called for interviews. Decision taken by the panel will be the final.