



Vacancy Announcement: Post of Project Assistant
Plastic Free Rivers and Seas for South Asia Project
Implemented Under
The South Asia Co-operative Environment Programme (SACEP)

SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka in 1982 to promote and support protection, management and enhancement of the environment in the region.

The Project Implementation Unit (PIU) has been established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it is able to establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards.

The PIU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. The PIU will recruit specialized consultants necessary for above areas & also for any other specific technical assistance for overall implementation of activities. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

Key Tasks

Based on the detailed Time of Reference (TOR), the Project Assistant shall be mainly responsible for

- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Receives, greets and directs visitors, facilitates hospitality for official meetings;
- Will support the office secretary for screening and directing telephone calls when required;
- Files and log correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining its confidentiality;
- Photocopies or scans materials upon request;
- Assist and provide administrative and logistics support to office;

- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office secretary;
- Maintains contact lists of phone and postal mail addresses of government units, organizations and institutions;
- Provide support and assistance to project related activities;
- Perform any other duties and responsibilities as assigned by the Project Director/ Project Director and other senior staff;

Required Qualifications, Expertise and Competencies

Eligible candidates should have the following minimum qualifications, experience, and competencies:

Passed six subjects in GCE (O/L) including Mathematics, English and Sinhala or Tamil. Not less than 3-year work experience in a similar organization. Experience in a foreign funded development projects would be an added advantage.

- Basic knowledge on computer and office equipment.
- Ability to Read, Write, speak and understand English
- Ability to communicate effectively with government officers, Embassy staff etc,
- Good report keeping and reporting skills
- Availability to work long hours and occasionally take weekend
- A polite and professional disposition
- 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

Schedule

This is a full-time position. The service is initially for a period of three (03) years. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the Project Director and Director General of SACEP and the management after six months. Thereafter, there will be an annual performance evaluation.

Salary

Appropriate compensation package commensurate with qualifications & experience will be offered to the right candidate

Application procedure

Application containing all relevant information and references should be sent to reach the under mentioned by email on or before 31st August 2022. The short-listed candidates will be called for interview.

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