



Vacancy Announcement: Post of Project Secretary
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 Secretary shall be mainly responsible for

- All project documentation, project communication and liaising with stakeholders
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant;
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information (assures copying and further distribution);
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office.
- Regularly check the incoming & outgoing postal mail on due time;
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project;

- Providing secretarial services as required by Project Director (i.e. write correspondence, phone calls, photocopies, etc.);
- Arranging appointments of the Project Director and other senior staff. Administrative support for the PIU;
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log;
- Organize travel arrangements and hotel bookings for staff and visitors. Any other duties and responsibilities assigned by the Project Director and other senior staff.

Required Qualifications, Expertise and Competencies

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

GCE (O/L) examination passed in six (6) subjects with three (3) credits passes including English and Sinhala/Tamil language with a secretarial course from a recognized institution or appearing in Chartered Secretary examination leading to with minimum 4 years' experience in relevant field.

or

A chartered Secretary with 3 years' experience in relevant field.

- Perfect knowledge on computer and office equipment.
- Fluent in English
- Ability to communicate effectively with government officers, Embassy staff etc,
- Good record 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
- Below 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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