



## THE COLOMBO PLAN

# Vacancy for the Post of Personal Assistant to the Secretary - General

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The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is an Inter-Governmental Organization with a membership of 27 countries in the Asia-Pacific region. **Applications are invited from qualified and experienced local personnel for the above post based in Colombo, that meet the following criteria:**

**Position Summary:** Undertake a broad range of high-level administrative and personal support to the Secretary General to enable the Secretary-General to meet her objectives as head of the organization. Support the Secretary General in contributing to the vitality and smooth operation of her office and gain thorough understanding of the core functions of the Secretariat and the Council. The Candidate for this position must be able to work both independently and as a team player. Must be proficient in Microsoft Word, Power Point and Excel with a Secretarial Diploma and be very fluent in English Language and possess experience in working for Diplomatic Missions or International Organisations with a minimum of 3 years related experience. **Work experience/background within an embassy will be an added qualification.**

**For more details Please visit our website: [www.colombo-plan.org](http://www.colombo-plan.org)**

**Applications (CV and Cover letter) should be sent via email on or before 27 September 2020 to [vacancies@colombo-plan.org](mailto:vacancies@colombo-plan.org) The job title should clearly be mentioned as: Personal Assistant to the Secretary-General. Only short-listed candidates will be contacted for an interview.**