

# Vacancy Announcement – Diplomatic Mission

## Job title – Policy Officer Economic Affairs

Please find a more elaborate job description online:

[www.netherlandsandyou.nl/your-country-and-the-netherlands/sri-lanka/latest-news](http://www.netherlandsandyou.nl/your-country-and-the-netherlands/sri-lanka/latest-news)

### General information :

- Location: The Netherlands Embassy – No: 25, Torrington Avenue, Colombo 07.
- Working hours per week: 40 •

### Tasks :

- Policy and advice: 1) supply regular oral & written reporting (analyses) to the (deputy) Head of Mission (HoM) on the main topics; geo-economic developments; macro-economic and sector-specific developments in Sri Lanka (if opportune the Maldives) in relation to sustainable Private Sector Development (PSD), bilateral trade, investment promotion and Responsible Business Conduct (RBC); climate adaptation developments, 2) provide high quality advice on policy development and effective ways of implementing policy (strategy/approaches), 3) represent effectively the Embassy and its policies and priorities, 4) scout outreach opportunities for the (Deputy) HoM and prepare, write speeches and follow up on meetings with different stakeholders.
- Project management: 1) develop and implementing (multi-/annual) projects and activities on the main topics, 2) identify and act on cross-sectoral opportunities, notably in the agricultural and cultural sector, 3) collaborate with organisations in the Netherlands to find opportunities, proactively use instruments developed by the Dutch government.
- Business support: 1) spot business opportunities for Dutch companies and investors, 2) provide business support to Dutch companies, 3) build on the local business and economic network of the Netherlands internationally. RBC is integrated in all aspects of business support.
- Embassy team efforts: 1) contribute to Public Diplomacy and Netherlands branding, 2) take part in the Embassy event team and other team efforts, 3) maintain online workspaces, register business contacts and activities and archive work as per the Embassy rules.

### Requirements :

- Level of education: university level;
- Level of experience: at least 5 years' experience required;
- S/he has a thorough knowledge of Sri Lanka's economic development and business environment, including the macro-economic and financial framework, the regulatory framework for the private sector, particularly in relation to foreign trade and investment;
- S/he has strong analytical and project development skills;
- S/he has experience with advising businesses in dealing with the Sri Lankan market;
- S/he has an external orientation, representation skills, extensive networks and ability to effectively use networks;
- S/he has experience and/or affiliation with RBC, Public Diplomacy and communication;
- S/he has excellent written and oral communication skills in English and Sinhala. Knowledge of Tamil and/or Dutch is an extra asset.

You can apply until 18 April 2021. We need to receive your CV and motivation letter by e-mail: [col@minbuza.nl](mailto:col@minbuza.nl)