

## Vacancy - USAID

### ADMINISTRATIVE MANAGEMENT ASSISTANT

The United States Agency for International Development (USAID) in Colombo seeks suitable candidates for the position as Administrative Management Assistant. The job holder serves as the Administrative Management Assistant within the Executive Office and reports directly to the Executive Officer (or delegee). This incumbent will also provide administrative assistance to the Office of Financial Management (OFM) and the Office of Acquisition and Assistance (OAA), and backups the Mission Director's Administrative Management Assistant. EXO provides administrative management services to all staff across the Mission, which includes Human Resources, Information Computer Technology, Travel Services, Communications and Records, and General Operational/Logistic Support. Therefore, EXO's Administrative Management Assistant provides support for Mission-wide events and priorities. The incumbent is expected to be pro-active by anticipating the Mission's needs, seeking to improve efficiency, and providing quality customer service.

**Remuneration for this position will be between Rs. 1,961,399/- to Rs. 3,274,867/- per annum (plus allowances as per the Mission Compensation Plan)**

Please visit our website <http://www.usaid.gov/sri-lanka/careers> for detailed information on the vacancy announcement and on how to submit your individual application packet.

All applications must be submitted via e-mail to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov). Before you continue with the application process, please carefully read the instructions available on our website.

Your application should reach us **on or before May 13, 2022, at 05.30 p.m. Sri Lanka time**. Please note, only shortlisted candidates will be contacted.