

Vacancy Announcement

Maid/Cleaner

South Asia Co-operative Environment Programme (SACEP)

SACEP is an intergovernmental organization established with a view to ensuring a sound and sustainable management of the environmental resources. Applications are invited from competent candidates for the post of Maid/Cleaner.

Criteria for appointment & Requirements

- Proven working experience in relevant field
- Ability to work independently and remain motivated
- Helpful with customer service orientation
- Prioritisation and time management skills
- Professionalism along with speed and attention to detail
- Knowledge of English language
- Age above 23 and not above 50 years on the date of application
- Education up to G.C.E. Ordinary Level would be an added qualification

Job description

- The Maid/Cleaner will report to the Administrative Officer on all aspects of his/her activities and obtain approval on all matters.
- Tasks assigned by the Administrative Officer.

General Information

- Salary and remuneration package on appointment.
- Employment will be on a yearly renewable contract basis at the discretion of the Director General of SACEP.
- The short listed candidates will be calling for interview.
- The selected candidates will be on an initial probation for a period of 06 months. The Director General reserves the right to extend the period of probation or terminate the services.
- The authority reserves the right of cancellation of the advertisement at any time

Application procedure

Application containing all relevant information and references should be sent to reach the undermentioned by email or post on or before 13th June 2022.

Director General

South Asia Co-operative Environment Programme (SACEP)

#146/24A, Havelock Road, Colombo 5, Sri Lanka.

Email : secretariat@sacep.org