VACANCY - USAID

ADMINISTRATIVE ASSISTANT

The United States Agency for International Development (USAID) in Colombo seeks suitable candidates for the position as Administrative Assistant for the Office of Economic Growth. The job holder serves as the principal administrative support person for the Economic Growth Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective. The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the U.S. Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner. The Administrative Assistant is in the Economic Growth Office but will also split his/her time and support the Executive Office as a Roving Secretary and Travel Assistant for the Mission on an as needed basis.

Remuneration for this position will be between USD 7,342 to USD 12,477 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**. Before you continue with the application process, please carefully read the instructions available on our website.

Your application should reach us on or before July 28, 2022, at 05.30 p.m. Sri Lanka time. Please note, only shortlisted candidates will be contacted.