

# Administrative Assistant

<b>Job #:</b>	req22624
<b>Organization:</b>	World Bank
<b>Sector:</b>	Administration/Office Support
<b>Grade:</b>	GB
<b>Term Duration:</b>	3 years 0 months
<b>Recruitment Type:</b>	Local Recruitment
<b>Location:</b>	Colombo, Sri Lanka
<b>Required Language(s):</b>	English
<b>Preferred Language(s):</b>	Sinhala/Tamil
<b>Closing Date:</b>	5/24/2023 (MM/DD/YYYY) at 11:59pm UTC

## Description

Do you want to build a career that is truly worthwhile? The World Bank Group (WBG) is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty and promoting shared prosperity. With 189 member countries and more than 120 offices worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges. For more information, visit [www.worldbank.org](http://www.worldbank.org)

## The South Asia Region Context:

The South Asia Region comprises eight countries (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) that range in size from India (with a population of over 1 billion) to Maldives (with 0.3 million people). The COVID-19 pandemic has hit the region especially hard reversing years of development gains. It exposed weaknesses in public sector capabilities and set back private sector-led growth and job creation. WBG rapidly stepped in and more than doubled IDA/IBRD lending to nearly \$15 billion. The ongoing WBG portfolio commitments amount to nearly \$68 billion.

The South Asia Region: <https://www.worldbank.org/en/region/sar>

## Country and Unit Context:

The World Bank has been assisting Sri Lanka in developing and delivering appropriate solutions to the country. Under the World Bank Group Country Partnership Framework (CPF) FY23-26, our program will focus on two areas: (i) Supporting resilient, inclusive, and robust economic growth (ii) Protecting and enhancing human and natural capital

As part of the South Asia Region (SAR), the SACS Country Management Unit (CMU) is responsible for overseeing the World Bank's programs in Maldives, Nepal and Sri Lanka. The CMU is led by the Country Director based in Kathmandu, Nepal, supported by the Operations Manager (OM) in Kathmandu and the Country Program Coordinator (CPC) in Washington DC. The Sri Lanka country office in Colombo has approximately 60 staff and is headed by the Country Manager for Maldives and Sri Lanka.

The World Bank in Sri Lanka: <https://www.worldbank.org/en/country/srilanka>

## Job duties & responsibilities:

The SACS CMU is looking for a qualified candidate who could provide administrative support. Successful candidates will report to the Country Manager. The Administrative Assistant position will focus on general administrative support to all staff (e.g., fleet management, event management, catering management, tracking missions, support to international staff, visas, etc.).

The Administrative Assistant carries out the full range of office support work, including managing processes and schedules related to the Business Facilities Unit tasks.

- Coordinate with units across the Bank and liaise frequently with team members both at Headquarters and Country Offices as well as external counterparts
- Process all Official Visas - ETA Visas, Entry Visas, Resident Visas, Visa extension and Group Visas for Workshop participants
- Order refreshments for staff requests, monthly staff meetings and staff farewells
- Assist in preparation and logistical planning for events and mission visits
- Draft a variety of documents, translating when necessary and applying effective proofreading.
- Maintain current distribution lists, phone/address lists of contacts, distribute documents for teams which also includes maintaining up-to-date work unit and other files (both paper and electronic)
- Coordinate official vehicle clearance, registrations, transfers, disposals, revenue license and insurance
- Coordinate press releases for external vacancy announcements/advertisements
- Coordinate general inbound shipment clearance
- Organize duty free purchase of liquor and wine for office functions and expatriate staff
- Coordinate and provide logistical support for expatriate staff in obtaining Diplomatic ID cards, ID renewals, clearing household goods, etc.
- Update database of Staff and Vehicle details for both UN and Ministry of Foreign Affairs
- Support administrative functions and carry out any other related work assigned by the Supervisor.

## Selection Criteria

- Bachelor's degree in a relevant discipline with minimum 2 years of relevant experience.
- Experience with/understanding of Government systems or international organizations would be an advantage.
- Excellent communication skills in written and spoken English. Good command of Sinhala/Tamil will be preferred.
- Advanced computer skills and full proficiency in the use of relevant software applications.

## [World Bank Group Core Competencies](#)

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