

# WE ARE

DHAMMIKA & PRISCILLA  
PERERA *foundation*

# HIRING

## FOR A PROJECT TEAM

### RESPONSIBILITIES:

- Assist in developing and executing various projects of the DP Education brands.
- Conduct research for foundation projects including for process digitalization.
- Propose best practices to improve project execution and operations.
- Support in launching, evaluating, and monitoring performances of DP Education brands.
- Liaise with external stakeholders to drive value-generating activities to the portfolio.
- Assist with documentation and other project deliverables.
- Providing administrative support for the execution of projects.

### REQUIREMENTS:

- A Bachelor's degree/Diploma in a competitive field from a reputed Local or International University.
- Excellent verbal and written communication skills in English.
- High level of digital and computer literacy (Internet technologies and MS Office application).
- Demonstrate skills and have a creative flair to work under minimum supervision in a fast-paced organization.
- Must be willing to conduct tasks given on any division.
- Strong presentation skills.
- Prior work experience will be an added advantage.

**SEND YOUR RESUME/CV TO:**

luckshi@dpedu.org

