



SAARC CULTURAL CENTRE - SRI LANKA

VACANCY ANNOUNCEMENT

The SAARC Cultural Centre in Colombo, Sri Lanka is the Regional Centre for Art and Culture, established by the South Asian Association for Regional Cooperation (SAARC) with the mandate to promote regional unity through cultural integration and inter-cultural dialogue and contribute towards preservation, conservation, and protection of South Asia's cultural heritage within the framework of the SAARC Agenda for Culture.

The following vacancies for General Service Staff at the SAARC Cultural Centre, Colombo are open for citizens of Sri Lanka.

COMPUTER OPERATION OFFICER GSS CATEGORY - II (One year contract basis)

Age : Below 45 Years

Place of Posting : Colombo

- Educational Qualifications: A Degree or equivalent certifications in Networking and Hardware.
- A minimum of 5 years experience in the field of IT.
- Salary Scale: US\$ 185-6x5-215(EB) 7x5-250(EB) plus other allowances as per the Harmonized Rules of the SAARC Regional Centers payable in Sri Lankan Rupees.

RESEARCH ASSISTANT - GSS CATEGORY - II (One year contract basis)

Age : Below 45 years

Place of Posting : Colombo

- Educational Qualifications: Degree from a recognized University.
- 5 years research experience on Cultural & Social Affairs in a recognized institution, and good working knowledge in processing digital data.
- Salary Scale: US\$ 185-6x5-215(EB) 7x5-250(EB) plus other allowances as per the Harmonized Rules of the SAARC Regional Centers payable in Sri Lankan Rupees.

ADMINISTRATIVE ASSISTANT- GSS CATEGORY - III (One year contract basis)

Age : Below 45 years

Place of posting : Colombo

- Educational Qualifications: Advance Level/Higher Secondary Level
- At least 5 years experience in the field of administration, finance, Experience in working for a foreign mission / international organization would be an advantage.
- Salary Scale: US\$ 161-5x5-186(EB) 6x5-216(EB) plus other allowances as per the Harmonized rules of the SAARC Regional Centers payable in Sri Lankan Rupees.

RECEPTIONIST- GSS CATEGORY - III (One year contract basis)

Age : Below 35 years

Place of posting : Colombo

- Educational Qualifications: Advance Level/Higher Secondary Level
- At least 5 years experience and the ideal candidates should have a pleasing personality and ability to communicate well in English. Excellent interpersonal skills.
- Salary Scale: US\$ 161-5x5-186(EB) 6x5-216(EB) plus other allowances as per the Harmonized rules of the SAARC Regional Centres payable in Sri Lankan Rupees.

Other Service Conditions:

- The medium of work will be in English.
- Applicants who possess the above requisite qualifications should forward their applications together with copies of educational and professional qualifications, details of work experience and names and addresses of 02 non-related referees.
- All applications should be sent by registered post or fill the relevant Google forms (You can get the Google Form links via <https://saarcculture.org/gss-staff/>) on or before 19th April 2024.
- Only shortlisted applicants will be called for interviews.

**Director, SAARC Cultural Centre,
No.224, Baudhaloka Mawatha,
Colombo 7.**

Web: www.saarcculture.org