



## **POST OF SECRETARY OF GENERAL AFFAIRS DIVISION, JICA SRI LANKA OFFICE**

Japan International Cooperation Agency (JICA) is the implementing agency for Japan's bilateral Official Development Assistance (ODA). JICA Sri Lanka Office, established in 1982 has been involved in numerous development assistance programmes/projects in various sectors through Japanese ODA Loan, Technical Cooperation and Grant Aid, and other forms.

JICA Sri Lanka Office invites applications from suitable candidates for the above post with the following preferred qualifications/experiences:

- G.C.E (Advance Level)
- Secretarial qualification in Institute of Chartered Corporate Secretaries of Sri Lanka or recognized institute
- More than 3 years of working experience in general secretarial functions or office administration
- Having in-depth knowledge of attending clerical & Administrative procedures
- Proficiency in the use of computer (especially Microsoft Office applications)

Other desirable skills for above position are;

- Excellent interpersonal and organizational communication skills
- Fluency in English; both verbal and written is required.
- Ability to work independently and collaborate with others

Interested applicants can obtain the details from the following website link from March 4, 2024 onwards:

<https://www.jica.go.jp/english/overseas/srilanka/information/index.html>

No prior inquiries are accepted.