

We are looking for an Administrative Assistant to contribute to the efficient administrative operations of the EU Delegation.

The deadline for submitting applications is: 20 July 2022.

Download the full [job description here](#).

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Sri Lanka and the Maldives ensures the representation of the European Union in Sri Lanka and the Maldives, the promotion of bilateral relations in the areas of political, economic, trade, cultural and external assistance cooperation and the defence of values and interests of the European Union to the world.

We offer

We offer a post of Administrative Assistant . Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Administrative Assistant – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will contribute to the efficient administrative Delegation’s administrative operations.

The place of employment is Colombo. This is a local agent post, classified in the function group 2, with unlimited duration (including a probationary period). The minimum gross salary is LKR 193,268, subject to increase according to the selected candidate’s relevant experience. The working hours are 37h30 per week, from Monday to Friday, and given the COVID-19 pandemic or the country’s situation, some days may be teleworked.

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. Language skills: English: level C1 or above (Common European Framework of Reference of Languages)
4. Education: minimum Upper secondary education in a relevant field (human resources, accounting, finance or business administration);
5. Minimum of three (3) years of working experience in the field of accountancy, administration, or human resources;
6. Computer literacy: good knowledge of Microsoft Office.

The following will be considered an asset:

1. University degree in human resources, accounting, finance or business administration
2. Working experience in a diplomatic mission.
3. Good knowledge of Sinhala and/or Tamil

How to apply

Please send your application and supporting documents to delegation-sri-lanka-recruitments@eeas.europa.eu. The package should include a cover letter and a detailed CV.

The subject of the email should use the following format: NAME_First name – Application for LA-2 post Administrative Assistant. The Delegation will not provide additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to delegation-sri-lanka-recruitments@eeas.europa.eu.

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include a formal interview and a written test, if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The deadline for applications is: 20/07/2022

Download the [JOB DESCRIPTION](#).