



POST OF ADMINISTRATIVE OFFICER FOR JICA SRI LANKA OFFICE

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

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

- Having a Bachelor's degree /Diploma
- More than 5 years of working experience in reputed organizations
- Having in-depth knowledge and experience of IT and PR (including Facebook/YouTube techniques)
- Proficiency in the use of computer (especially Microsoft Office applications)

Other desirable skills for all above positions 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 July 19, 2022 onwards:

<https://www.jica.go.jp/srilanka/english/office/others/recruit.html>

Only short-listed candidates will be called for a proficiency test (writing) scheduled to be held at the beginning of August 2022.

No prior inquiries are accepted.