



TWO PROJECT ASSISTANT POSITIONS - COLOMBO & PERADENIYA

The International Finance Corporation (IFC) is the private sector arm of the World Bank Group (WBG) and the largest multilateral provider of financing for private enterprises in developing countries. Our mission is to promote sustainable private sector investment in developing countries, reduce poverty and improve people's lives. For more information, visit www.ifc.org.

We are looking for **two project assistants to join our team (1 position in Peradeniya & 1 position in Colombo)**.

The candidates should have the following qualifications:

- First or second-class degree in related field from a recognized university (Management, Economics, Finance, Sciences)
- 2-3 years of relevant work experience
- Excellent writing and communication skills in English; fluency in Sinhala or Tamil compulsory
- Excellent technical writing skills and precise drafting capabilities
- Advanced knowledge and prior experience in MS Office applications (Word, Excel, Power Point)
- Strong client service orientation and high level of diplomacy with an openness to feedback and new ideas
- Experience in working within tight deadlines and under pressure
- Flexibility to work overtime during peak periods on a short notice
- Self-motivated with a positive and professional demeanor

Position in Peradeniya:

This project assistant/analyst position is to support the University of Peradeniya's incubator (BLITTO) working with the incubator management team.

Position in Colombo:

This position is to provide implementation support to the IFC team carrying out various projects in the inclusion space.

- The selected candidates will be paid for actual days worked. The number of working hours per week is not set as the engagement will depend on workload and project need. The assignment entails up to a maximum of 135 days of work from 01 August 2022 to 30 June 2023.
- The contract could be extended depending on the performance of the candidates, business need and availability of funding under the assigned projects.
- Only shortlisted applicants will be invited for an interview.

If you meet the criteria above, please share your latest CV & cover letter indicating the position you are applying for, by 30th July 2022, via email : ssiriwardena@ifc.org