



Vacancy Announcement: Post of Office Assistant / Driver

Offers of the post of Office Assistant / Driver to a suitable individual with requisite qualifications and experience and proven record

Criteria for appointment & Requirements

- Studied up to GCE O/L with 5 (five) years proven experience as a driver
- Possess a valid Heavy Vehicle Driving License
- Ability to read, Write and understand English
- Ability to communicate effectively with government officers, Embassy staff etc,
- Good report keeping and reporting skills
- A sound knowledge of area roads and important places in Colombo and Suburbs
- Ability to lift heavy packages and luggage
- Availability to work long hours and occasionally take weekend and night shifts
- A polite and professional disposition
- Ability to remain calm in stressful driving situations
- Experience in general office administration duties such as visa processing, banking, payment of bills etc.
- Ability to multitask and remain motivated and positive
- Good interpersonal skills
- Bellow 35 years on the date of application

General information

- Salary and remuneration package on appointment
- Employment will be on a yearly renewable contract basis at the discretion of Director General of SACEP
- The short-listed candidates will be calling for interview
- The selected candidates will be on an initial probation for a period of 6 months, the Director General reserves the right to extend the period of probation or terminate the services.
- The authority preserves the right of cancellation of the advertisement at any time

Application procedure

Application containing all relevant information and references should be sent to reach the under mentioned by email on or before **16 January 2023**

Director General

South Asia Co-operative Environment Programme (SACEP)
#146/24A, Havelock Road
Colombo 5
Sri Lanka

Email: secretariat@sacep.org