

**We are looking for a Budget Officer to contribute to the efficient operations at the EU Delegation.**

**The deadline for submitting applications is: 22 February 2023**

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

**The European Union Delegation to Sri Lanka is looking for a:**

**Budget Officer**

**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 Budget Officer in the Finance, Contracts and Audit section of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Budget Officer – this job function may be changed in accordance with the needs of the Delegation. Under the supervision of the Head of Section (or his/her Deputy), the successful applicant will contribute to ensure that the contractual and financial management of the projects and programs of development aid in Sri Lanka and the Maldives is carried out in line with sound financial management principle and by respecting the regularity and legality of the transactions.

The place of employment is Colombo. This is a local agent post, classified in the function group 1, with unlimited duration (including a probationary period of 6 months). The minimum gross salary is LKR 384,474.00, 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: A level of education which corresponds to completed university studies of at least three years attested by a diploma (Bachelor degree) in economics, public administration, business administration, accountancy, finance/financial management, law, or a directly related field;
5. Minimum of Five (5) years of relevant professional experience after the requested minimum diploma. During these 5 years of professional experience, minimum three years of experience in the management of financial and contractual aspects of projects.;
6. Computer literacy: good knowledge of Microsoft Office.

The following will be considered an asset:

1. Master degree in one of the above fields is an advantage
2. Working experience in an international environment (NGOs, international organisations, diplomatic missions or similar).
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](mailto: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 – Application for LA-1 post Budget Officer.**

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](mailto: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: 22/02/2023**

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