



## High Commission of Maldives

### Colombo

Address : No. 25, Melbourne Avenue,  
Colombo 4.

Telephone : 2580076

Fax : 2581200

Ref : 27/IUL/2024/04

Date : 11.01.2024

## Vacancy at the High Commission of Maldives - Sri Lanka

The following staff vacancy is available at the High Commission of the Republic of Maldives.

### **Post : Administrative Assistant**

#### **Requirements :**

- Sri Lankan Citizen
- Minimum **two** "B" passes or above in GCE (A/L) Examination
- Proficient in Microsoft Office
- Should be fluent in spoken and written English. (Knowledgeable in Dhivehi Language is an added advantage)
- When shortlisting, priority will be given to candidates who have previous work experience in diplomatic missions & to candidates who hold strong organizational skills with the ability to multi-tasks

**Salary :** LKR 22,890.00, **Allowance :** LKR 23,925.00, **Other :** Overtime, 12% EPF 3% ETF

Interested applicants are advised to apply with CV and references together with copies of relevant certificates to the High Commission of Maldives (No. 25, Melbourne Avenue, Colombo 04) or Email to [colombo.hr@foreign.gov.mv](mailto:colombo.hr@foreign.gov.mv) before **1400 hours on 19th January 2024. ONLY short-listed candidates will be called for interview. Interview date and time will be informed to short-listed candidates ONLY. Applications submitted after the deadline will NOT be considered.**

**For further information, please call 0112580076**