

## **Recruitment Information**

### **– Professional Staff of General Affairs Division –**

16 June 2025  
JICA Sri Lanka Office

#### **1. Application**

This document contains the terms and conditions applicable to notice of interest in applying for the post of Professional Staff (Professional B Category) of General Affairs Division, JICA Sri Lanka Office.

#### **2. Procedure**

##### **2.1. Submission of Curriculum Vitae (CV)**

Deadline	<u>12:00(noon) on June 27<sup>th</sup> (Fri), 2025</u>
Method	By e-mail Please send your CV with title "Post of Officer of GA". TO: Manawadu-Dinoshi@jica.go.jp CC: sl_oso_rep@jica.go.jp
Remarks	CV should be written in English. The following information should be included but not limited to; <ul style="list-style-type: none"><li>• Face photo (color) taken in three months</li><li>• Date of Birth</li><li>• Current Resident Address</li><li>• Education Background</li><li>• Working Experience</li><li>• Name and email addresses/contacts of two non-related referees</li></ul> Canvassing in any form and lack of information in CV would be a disqualification.

##### **2.2. Answering Questionnaire**

Deadline	<u>12:00(noon) on June 27<sup>th</sup> (Fri), 2025</u>
Method	By online Please access to the following URL and fill in the questionnaire. <a href="https://forms.office.com/r/VeSPHFLPFP">https://forms.office.com/r/VeSPHFLPFP</a>

**\*Please note that both submitting CV and answering the questionnaire are required.**

Interested applicants who submitted CV and answered the questionnaire will be shortlisted for proficiency test. The detail (date, time, etc.) of the proficiency test will be notified later (most probably, at the beginning of July) only to shortlisted candidates.

Only selected applicants from the proficiency test will be responded and called for the interview.

### **3. Job Descriptions**

The Officer of General Affairs Division is to work for administrative tasks necessary for the effective and efficient operations of JICA Sri Lanka Office. The main tasks of this post are public relations, IT related matters, equipment/asset management, and other tasks instructed by Chief Representative and Senior Representative of JICA Sri Lanka Office. The applicant is expected to work proactively with responsible manner and have strong motivation to widen his / her specialty through undertaking various tasks.

#### **<Public Relations (PR)>**

In order to promote the understanding of JICA's activities in Sri Lanka and streamline PR activities in the office, the following items will be main responsibilities.

- Carry out PR activities with PR section and other divisions.
- Correspond with Media for PR activities (Press release, Media conference, PR training and etc.)
- Improve and maintain JICA office's Homepage, Facebook, Instagram, YouTube and other social media.
- Make plan and take action to promote JICA through PR activities in office.
- Procure and maintain necessary equipment for PR.
- Conduct and make arrangement of PR training for staff in office.
- Gather the necessary information and estimation for procurement.

#### **<IT>**

For the smooth operation of JICA office and implementation of JICA activities, the following items will be addressed to maintain and improve the IT environment appropriately.

- Manage and maintain office PCs including software such as anti-virus software, and other IT devices (printers, office mobile phones etc.)
- Manage and maintain the internet connection and related equipment (severs, Wi-Fi routers, etc.)
- Deal with day-to-day troubles for PCs and other devices (trouble shooting)
- Establish and manage the information security required for the office.
- Procure and implement supervision of the contract for IT consultant service.

#### **<Equipment/Asset Management>**

Properly manage the equipment and assets, including IT equipment in the office (PCs, PC accessories such as mouse, keyboard, display, and office mobile phones, etc.), in an appropriate manner for the proper office operations. (including their procurement)

#### **<Special assignments>**

Other tasks instructed by the Senior Representative and/or the Chief Representative of JICA Sri Lanka Office

- Work Location  
JICA Sri Lanka Office, Colombo
- Salary  
As per the National Staff salary scale
- Holiday  
Saturday, Sunday, Mercantile holidays, and other holidays designated by JICA Sri Lanka Office
- Allowance  
Overtime & business trip allowances

- Social & Welfare  
EPF/ETF and medical insurance
- Working hours  
JICA Sri Lanka Office employee must work 7.5 hours a day excluding 1hr Lunch time from Monday to Friday (\*Report to work between 7:30 - 9:30; e.g. 8:30 - 17:00)
- Business Trip  
JICA Sri Lanka Office employee is on necessity requested to go on business trip to out of Colombo.

#### **4. Competencies**

- Work under pressure and handle numerous tasks simultaneously in timely manner by planning well in advance.
- Proactively find and analyze issues, propose solutions, and implement them autonomously.
- Focuses on result for the client and work with energy and a spontaneous, positive and constructive attitude.
- Work effectively as a team member and provide helpful feedback / advice to management and staff in the office.
- Work in multicultural and international environment.

#### **5. Preferred qualification, experiences and skills required**

- Bachelor's degree in public relations, communications, journalism, or in related field, or bachelor's degree in computer science, information technology, or IT project management
- More than 3 years of working experience related to public relations and/or IT related administrative work in organizations such as government institutions, private sector companies, non-profit organizations, or international organizations etc.
- Having in-depth knowledge of public relations (such as media relations, managing public image, press releases, social media, and promotional strategies etc.) and IT related matter.
- Having skill of photo and video shoot, editing, and posting to Facebook/Instagram.
- Proficiency in the use of computer, especially Microsoft Office applications, Adobe tools (Illustrator, Photoshop), Canva, etc.
- Strong communication, writing, and networking skills.
- Fluency in English, both verbal and written is required.
- Ability to work independently and collaborate with others.

#### **6. Term of Contract**

The Position will be three (3) year fixed term contract basis from the day of recruitment with possibility of further extension by the performance during the contract period and circumstances surrounding JICA activities. A newly recruited staff shall enter upon a probationary period for six (6) months from the day of recruitment. The recruitment day is expected to be in the middle of September 2025.

#### **7. Others**

- No payment shall be made for participating the test and interview including

- transport cost.
- The curriculum vitae / resume submitted to/received by JICA will be used by JICA exclusively for purpose of assessment and interview and will not be used for any purpose without prior notice to the applicant.

End