

PROGRAMME OFFICER (Admin and Finance Div.)

The South Asian Centre for Teacher Development (SACTD), a UNESCO Category 2 Centre operating under the Ministry of Education, Higher Education and Vocational Education, Sri Lanka, invites applications from suitably qualified, motivated, and dynamic individuals to fill the following vacancies:

Programme Officers – Administration & Finance - (02 Posts)

Key Responsibilities

- Assist in the planning, coordination, and implementation of national and international programmes and projects of SACTD.
- Handle administrative functions including HR matters, documentation, coordination, and office management.
- Support financial management activities such as budgeting, accounting, procurement, and financial reporting.
- Liaise with national, regional, and international stakeholders, including UNESCO and South Asian member countries.
- Perform any other duties assigned by the Director General from time to time. (Please see the SACTD web site for detailed duty list.)

Qualifications & Experience

- A Bachelor's Degree in Administration, Management, Finance, Accounting, Public Administration, or a related discipline from a recognized university and
- At least 5 year post qualifying experience relevant in a government, semi-government, international organization, or reputed institution.
- Part or full professional qualifications in Administration/Finance (such as CA, CIMA, ACCA, or equivalent) will be an added advantage and
- Good command of English with strong communication, report writing, and computer skills and Knowledge on digital applications in administrative and finance functions.
- Ability to work independently as well as part of a team in a multicultural environment.
- Age limit should not be less than 22 years and not more than 45 years.

Terms of Employment

- Appointments will be made on a contract basis for 3 years subject to performance review at the end of each year.
- Remuneration will be offered in line with qualifications and experience as per the DMS Circulars - Salary scale JM 1-1 -2025 (72650 -10x1360-- 18x 2040 -122970).

Application Procedure

Interested applicants are requested to submit:

- A detailed Curriculum Vitae (CV).
- Copies of relevant educational and professional certificates.
- Applications together with certificates should be sent on or before 18 January 2026 via email or registered post to:
Email: info@sactd.edu.lk or
- If submitting the CV by post, please mention the position applied for on the top left corner of the envelope and send by Registered Post to the following address .(Director General, South Asian Centre for Teacher Development, Meepe Padukka.)
- Only shortlisted candidates will be contacted for an interview.
- For further information and detail duty lists, please visit: www.sactd.edu.lk.

Join SACTD in shaping the future of education in South Asia!