



PLANTATION HUMAN DEVELOPMENT TRUST

VACANCY

The Plantation Human Development Trust (PHDT) established in 1992, is an organization trusted for excellence and committed to support the Plantation Community enhance their quality of life by providing sustainable development programmes through the Main Office in Colombo and its seven Regional Offices, in Badulla, Galle, Kandy, Kegalle, Hatton, Nuwara Eliya, Ratnapura, invites self-motivated, dynamic candidates for the following position.

SECRETARY – Badulla

Qualifications

G.C.E. (A/L) with 3 Credits in one sitting including a Credit pass for English Language. A qualification in Secretarial practice from a reputed organization. Excellent command of English, and typing speed 40 wpm. Should be competent with MS Office packages. A knowledge of Sinhala & Tamil typing and shorthand speed 80 wpm would be considered as added qualifications.

Experience

Minimum of 3 years' experience as a secretary to a Senior Executive. Experience in all aspects of secretarial functions, ability to handle correspondence in English independently, ability to maintain good external and internal public relations and good communication skills are pre-requisites.

Priority will be given candidate with experience in NGO/ INGO's.

Age: below 40 Years

The selected candidate will be employed on renewable contract basis. An attractive remuneration package and medical scheme covering the family will be offered to the right candidate, with the required attributes

Please send your complete resume with contact details of two non-related referees within 10 days of this advertisement to the address given below stating the post applied for, on the top left corner of the envelope or email to vacancies@phdt.lk.

**The Director General
PLANTATION HUMAN DEVELOPMENT TRUST
No. 427/14, Robert Gunawardane Mawatha
Battaramulla.
web www.phdt.org**