



# High Commission of the Democratic Socialist Republic of Sri Lanka

## Vacancy Notice Post of a clerk Assistant (Personal Assistant to the High Commissioner) High Commission of Sri Lanka in London

Applications are called from suitably qualified candidates to fill a vacancy for the post of Clerk Assistant on a locally recruited basis at the Sri Lanka High Commission. Recruitment will initially be for a period of one year with possibility of extension subject to terms and conditions of the said post.

### General Information

- a) Title : Clerk Assistant
- b) Nature : Non-Pensionable, locally recruited cadre
- c) Salary : GBP1500 and allowance of GBP148 per month
- d) Working days : Monday to Friday

### Qualifications:

#### a) Education qualifications and skills

- University degree or equivalent
- Excellent written and spoken English language skills
- ICT skills (MS Office package)
- Documentation skills (Drafting Basic letters/reports and basic research)

#### b) Work experience

- Work experience in a reputed institution(s) as a secretary is an advantage
- Minimum of 06 months experience in Secretarial work

#### c) Other requirements

- Good interpersonal skills and ability to negotiate / coordinate with relevant institutions.
- Ability to work as a team
- Maintain confidentiality
- Work after office hours and / or on weekends when needed.

**Citizenship / Visa:** Should be a British Citizen or should hold a valid visa for employment in the UK.

**Age limit:** Should not be less than 22 years and not more than 40 years of age on the closing date for the application

Those interested can forward self-prepared application along with a brief personal resume, copies of passport / valid visa, evidence of education / work experience to the High Commissioner, Sri Lanka High Commission, 13, Hyde Park Gardens, London, W2 2LU to be received on or before 15 December 2018. Only short listed applicants will be called for an interview.

Canvassing in any form will be a disqualification

Sri Lanka High Commission  
London