

# Vacancy Announcement: Personal Secretary to the Director – GSS I

## Job Overview

SAARC Cultural Centre (SCC) is currently seeking a dedicated and experienced Personal Secretary to join our dynamic team. This position will play a crucial role in providing administrative support to the Director and Senior Management and to ensure the smooth operation of the Centre.

Applications are invited from Sri Lankan citizens for the following position.

**Job Title:** Personal Secretary to the Director SCC

**Job Station:** Colombo, Sri Lanka

**Job Type:** Three years on contractual basis (Extendable, subject to the satisfactory performance).

(Note: This appointment shall be subject to a probationary period of one year)

**Age:** Below 45 years

## Responsibilities:

1. Manage schedules, appointments, and travel arrangements of the senior management
2. Organize and maintain files, records, and databases of the Director's office
3. Prepare correspondences, reports, and presentations as instructed by the Director
4. Organizing Director's meetings, staff meetings and preparation of meeting minutes
5. Liaising with relevant authorities, Embassies/ High Commissions as per the Director's instructions
6. Handle confidential information with integrity and professionalism
7. Perform any other duties as assigned by the Director

## Education Qualifications

- Bachelor's Degree or higher qualification in Administration or relevant field
- Diploma or higher qualification in Secretarial studies or relevant field is preferred

## Work Experience

- Proven 07 years of experience as a Personal Secretary or in a similar capacity
- Excellent organizational skills on managing physical and digital office files
- Strong verbal and written English communication abilities
- Proficiency in MS Office and other relevant software
- Ability to multitask and prioritize tasks effectively
- High degree of professionalism and confidentiality

## Recruitment Procedure

- Shortlisted applicants will be required to sit for a written test and a structured interview designed to assess the subject knowledge of the candidates
- Required reference checks will be conducted by the SAARC Cultural Centre to ascertain the authenticity of the information listed in the CVs

## Salary and other allowance

US\$265-6x5-295(EB)-9x5-340(EB) plus other allowances (House rent, Medical allowance, Conveyance allowance) monthly as per the harmonized rules of the SAARC Regional Centres, Payable in Sri Lankan Rupees.

## Application Process

Interested candidates are invited to view the full job description in <https://saarcculture.org/vacancy-announcement-personal-secretary-to-the-director-gss-i-contract-basis/> .

A cover letter and a copy of detailed resume with two non-related referees should be sent via registered post or fill the following Google form. All registered post applications should be addressed to the Director, SAARC Cultural Centre, No: 224, Baudhaloka Mawatha, Colombo 07.

Only short-listed applicants will be called for an interview.

**Application deadline:** 10<sup>th</sup> September 2024

**Google Form Link:** <https://forms.gle/eio9oPBF4wN1dkAs5>