

Vacancy Announcement: Personal Secretary to the Director – GSS I

Job Overview

The 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 senior management and ensuring the efficient 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: This Job is a contractual position with a duration of three years at a time, with the possibility of extension until the individual reaches 60 years of age, contingent upon satisfactory performance and conduct. (Note: The position is subject to a one-year probationary period, during which performance will be reviewed for permanent appointment.)

Age: Below 45 years

Responsibilities:

- Manage schedules, appointments, and travel arrangements for senior management.
- Organize and maintain files, records, and databases.
- Prepare and edit correspondence, reports, and presentations.
- Act as the point of contact between executives, employees, clients, and other external partners.
- Handle confidential information with discretion and professionalism.
- Perform various administrative tasks to support daily operations.

Education Qualifications and Experience:

- Degree or higher qualification in Administration or Human Resource or relevant field;
- Proven 07 years of experience as a Personal Assistant or in a similar role;
- Strong verbal and written English communication abilities;

Preferred:

- Diploma or higher qualification in Secretarial studies or a relevant field

Skills:

- Clear and confident communication (phone, in-person, video calls).
- Strong writing skills (emails, memos, reports).
- Active listening to understand and deliver accurate messages.
- Effective task prioritization and time management.
- Organizing meetings, appointments, and travel.
- Maintaining organized physical and digital records.
- Attention to detail to ensure error-free documents and appointments.
- Proficiency in Microsoft Office Suite, Google Workspace, and email systems.
- Experience with calendar and scheduling tools (Outlook, Google Calendar).
- Accurate data entry and management.
- Professional interaction with internal and external stakeholders.
- Handling inquiries and requests politely and professionally.

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/>.
- 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.

Google Form Link: <https://forms.gle/v1QiZLH3VQb1dfjg8>

- All registered post application should be addressed to the Director, SAARC Cultural Centre, No: 224, Baudhaloka Mawatha, Colombo 07.
- **Application deadline: 15 March 2025**

Selection Process:

- Only candidates who have been short-listed based on their qualifications and experience will be invited to participate in the written examination, followed by an interview.
- All original education certificates and documents verifying experience must be brought to the interview.

Director
SAARC Cultural Centre
No. 224, Baudhaloka Mawatha, Colombo 7
Web: www.saarcculture.org