SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME

VACANCY ANNOUNCEMENT: POST OF SECRETARY

South Asia Co-operative Environment Programme is an Inter Governmental Organization established under Articles of Association by the governments of South Asia to promote and support protection, management and enhancement of the environment in the region. It is also registered with secretariat of the United Nations. SACEP is also the Secretariat for the South Asian Seas Programme which is one of the seventeen Regional Seas Programmes of United Nations Environment Programme based in Colombo. Applications are invited for the post of Secretary of the South Asia Co-operative Environment Programme.

Qualifications and Experience:

- Below 40 years of age on 25th November 2026
- Minimum of 3 passes at GCE (A/L) and 6 passes at GCE (O/L) with 3 credit passes including credit passes in English and Mathematics
- Computer literacy with proficiency in MS office is essential
- High proficiency in English with effective communication skills
- Preference will be given to those who have a knowledge of basic accounting and experience in handling ticketing and visa matters
- At least 5 years experience in secretarial work. Preference will be given to those who have experience in Diplomatic Missions and/or International Organizations

General Information:

- Salary is commensurate with the best suitable candidate
- Employment will be on a yearly renewable contract basis at the discretion of Director General of SACEP
- EPF, ETF, Medical Insurance and other allowances.
- The selected candidate will be on probation for a period of 6 months. However, the Director General reserves the right to either extend the period of probation or to terminate the services

Application containing all relevant information and references with names and addresses of two non-related referees should be forwarded to the under mentioned **on or before 25th November 2026.** Please mention as 'Application for Secretary' on the top left corner of the envelop.

Director General
South Asia cooperative environment programme (SACEP)
#25/3, 5th Lane
Off D M Colombage Mawatha
Colombo 05
Sri Lanka

Email: secretariat@sacep.org