

# Recruitment Information

## – Professional Staff of General Affairs Division –

21 October 2024  
JICA Sri Lanka Office

### 1. Application

This document contains the terms and conditions applicable to notice of interest in applying for the post of Professional Staff (Professional B Category) of General Affairs Division, JICA Sri Lanka Office.

### 2. Procedure

#### 2.1. Submission of Curriculum Vitae (CV)

Deadline	<u>12:00(noon) on November 1<sup>st</sup> (Fri), 2024</u>
Method	By e-mail Please send your CV with title "Post of Officer of GA". TO: <a href="mailto:Premarathna-Dulsha@jica.go.jp">Premarathna-Dulsha@jica.go.jp</a> and CC: <a href="mailto:sl_oso_rep@jica.go.jp">sl_oso_rep@jica.go.jp</a>
Remarks	CV should be written in English. The following information should be included but not limited to; <ul style="list-style-type: none"><li>• Face photo (color) taken in three months</li><li>• Date of Birth</li><li>• Current Resident Address</li><li>• Education Background</li><li>• Working Experience</li><li>• Two non-related referees</li></ul> Canvassing in any form and lack of information in CV would be a disqualification.

#### 2.2. Answering Questionnaire

Deadline	<u>12:00(noon) on November 1<sup>st</sup> (Fri), 2024</u>
Method	By online Please access to the following URL and fill in the questionnaire. <a href="https://forms.office.com/r/PFumKfdNhs">https://forms.office.com/r/PFumKfdNhs</a>

**\*Please note that both submitting CV and answering the questionnaire are required.**

Interested applicants who submitted CV and answered the questionnaire will be shortlisted for proficiency test. The detail (date, time, etc.) of the proficiency test will be notified later (most probably, mid-November) only to shortlisted candidates.

Only selected applicants from the proficiency test will be responded and called for the interview.

### **3. Job Descriptions**

The Officer of General Affairs Division is to work with Japanese representatives of JICA Sri Lanka Office for the general administrative tasks necessary for the smooth operation of JICA office and secured JICA activities under guidance and supervision of the Senior Representatives and the Chief Representative of JICA Sri Lanka Office.

The main tasks of the Officer are;

- 1) Office management (including lease contract)
- 2) Staff management (Human resource)
- 3) Legal affairs
- 4) Driver/vehicle assignment
- 5) Security matters (e.g. collecting up-to-date information and troubleshooting)
- 6) Customs Clearance arrangements
- 7) Special assignments

(The applicant is expected to have strong motivation to widen his / her specialty through undertaking various tasks.)

#### **3-1. Office management**

Managing and maintaining the office administration & function including the lease agreement related matters, etc.

#### **3-2. Staff management (Human Resource)**

Implementing personal management related matters of National Staff of JICA office (insurance, attendance record/maintenance, etc.), and recruitment and training for National Staff.

#### **3-3. Legal affairs**

Coordinating with lawyer, regarding revision of office regulations, checking contracts, etc.

#### **3-4. Driver/vehicle assignment**

Arranging driver and vehicle assignment, managing necessary servicing and registration/maintenance of the vehicles, etc.

#### **3-5. Security matters**

Collecting/analyzing/reporting up-to-date information regarding security matters, securing safety of JICA related persons (JICA staff, experts, mission members, volunteers etc.) when emergency etc. occurs, etc. The above are coordinated with management and Security advisor of JICA office.

#### **3-6. Customs Clearance arrangements**

Arranging the necessary customs clearance procedures for importing equipment/goods from overseas, including Japan, accurately and without delay.

#### **3-7. Special assignments**

Attend assignments given by the Senior Representative and the Chief Representative of JICA Sri Lanka

### **3-8. Others**

- Work Location  
JICA Sri Lanka Office, Colombo
- Salary  
As per the National Staff salary scale
- Holiday  
Saturday, Sunday and holidays designated by JICA Sri Lanka Office
- Allowance  
Overtime & business trip allowances
- Social & Welfare  
EPF/ETF and medical insurance
- Working hours  
JICA Sri Lanka Office employee must work 7.5 hours a day excluding 1hr Lunch time from Monday to Friday (\*Report to work between 7:30 - 9:30; e.g. 8:30 - 17:00)
- Business Trip  
JICA Sri Lanka Office employee is on necessity requested to go on business trip to out of Colombo.

### **4. Competencies**

- Work under pressure and handle numerous tasks simultaneously in timely manner by planning well in advance
- Proactively find and analyze issues, propose solutions, and implement them autonomously
- Focuses on result for the client and work with energy and a spontaneous, positive and constructive attitude
- Work effectively as a team member and provide helpful feedback / advice to management and staff in the office
- Work in multicultural and international environment

### **5. Preferred qualification, experiences and skills required**

- Bachelor's degree from a recognized university (Business administration/ Business management or related field are preferred)
- More than 3 years of working experience as an office administration/ general management in organizations such as government institutions, private sector companies, non-profit organizations, or international organizations etc.
- Having experience and in-depth knowledge of the work described in "3. Job Descriptions" above
- Proficiency in the use of computer (especially Microsoft Office applications)
- Excellent interpersonal and organizational communication skills
- Fluency in English, both verbal and written is required
- Ability to work independently and collaborate with others

### **6. Term of Contract**

The Position will be three (3) year fixed term contract basis from the day of recruitment with possibility of further extension by the performance during the contract period and circumstances surrounding JICA activities. A newly recruited staff shall enter upon a probationary period for six (6) months from the day of recruitment. The recruitment day is expected to be January 2025.

## **7. Others**

- No payment shall be made for participating the test and interview including transport cost.
- The curriculum vitae / resume submitted to/received by JICA will be used by JICA exclusively for purpose of assessment and interview and will not be used for any purpose without prior notice to the applicant.

End