



EXECUTIVE OFFICER - ADMINISTRATION & PROCUREMENT

- ON CONTRACT BASIS-

South Asian Center for Teacher Development (SACTD) is Calling for Applications for the Position of Executive Officer (Administration & Procurement).

Nature of Appointment

- Contract (Initially for 12 months period) with entitlement to Employees' Provident Fund and Employees' Trust Fund

Qualifications

- Bachelor's Degree in Accounting, Management, or related degree recognized by the Board of Directors which is recognized by the U.G.C. with
- Intermediate Examination of a recognized professional Chartered/Certified institute or a related diploma issued by a recognized technology institute. and
- Minimum 5 years of supervisory experience in General Administration, Procurement, and Accounting with computer applications in a Corporation, Board / Reputed Statutory Institution or establishment incorporated under the company act.
- Ability to work with multiple language.

Age

- Below 55 years

Other Requirements

- Sri Lankan citizenship
- Physical and mental fitness for the duties of the post
- Excellent moral character

Salary Scale

- JM 1-2-2016 - 43,355 - 10x755 - 18x1,135]-71,335.00

Recruitment Procedure

- Structured Interview

Please apply for this post by sending your updated CV in PDF format to ed@sactd.edu.lk with the Executive Officer (Admin & Procurement) as the subject line on or before 10/01/2025

Join SACTD in shaping the future of education in South Asia!

