

Vacancy Announcement: Peon – GSS VI

Job Overview

SAARC Cultural Centre (SCC) is looking for a dedicated and experienced Peon (GSS VI) to join our vibrant team. This position will be responsible for providing essential administrative support to the Director and Senior Management, ensuring the efficient day-to-day operation of the Centre.

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

Job Title: PEON – GSS CATEGORY – VI

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 35 years

Education Qualifications:

– G.C.E. (O/L) with 06 subjects

Work Experience:

– A minimum of 3 years' experience in the relevant field

Skills:

- Ability to communicate effectively with staff, visitors, and vendors in English
- Time Management: Ability to prioritize and handle multiple tasks efficiently.
- Dependable, punctual, and trustworthy in handling confidential materials.
- Good physical stamina and ability to perform various manual tasks.
- Proactive attitude and willingness to learn.

Key Responsibilities:

- Cleaning and maintaining the office premises, including desks, floors, and common areas.
- Ensuring that supplies like water, soap, and toilet paper are available in the office.
- Delivering official letters, documents, and parcels to various departments or external offices.
- Collecting mail and documents from other offices or individuals.
- Assisting with basic administrative tasks like photocopying, filing, and maintaining records.
- Supporting office staff with any day-to-day tasks as needed.
- Running errands, such as going to the bank, post office, or other offices on behalf of the organization.
- Assisting in the procurement and stocktaking of office supplies like stationery, paper, and other consumables.
- Ensuring supplies are replenished when needed.
- Providing general assistance to office executives or other staff members, such as bringing them files or helping with basic tasks.
- Handling confidential documents or tasks in a trustworthy manner.
- Moving office furniture or other equipment as required.
- Receiving deliveries and managing vendor relations when they come to the office for supplies or services.
- Performing any other duties as assigned by senior staff members to ensure smooth functioning of the office.

Salary and other Allowance:

US\$ 130-2x5-140(EB) 4x5-160(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.

The medium of work: English

Application Process:

- Applicants who possess the above requisite qualifications should forward 'their applications together with copies of educational and professional qualifications, details of work experience and names and addresses of 02 non-related referees.
- All applications should be sent by registered post or fill the relevant Google forms
- **Application deadline: 15 March 2025**
- **Google Form Link:** <https://forms.gle/G1LrMXqdn8W3Md2o9>

Selection Process:

- Only candidates who have been short-listed based on their qualifications and experience will be invited to participate in an interview.
- All originals education Certificates and documents to prove experience should be brought to the interview.

Director

SAARC Cultural Centre

No. 224, Bauddhaloka Mawatha, Colombo 7

Web: www.saarcculture.org