Sri Lanka High Commission, New Delhi, India

Vacancy Announcement

1. **Position**: Management Assistant (Commercial)
2. **Open to**: Indian citizens
3. **Age limited**: should not be **less than 21 years** and **not more than 45 years** of age as at the closing date of applications.
4. **Salary scale**: INR 25,500 - 81,100/- (Salary paid as per rules and regulation of the Government of Sri Lanka)

5. **Basic function of the position**:  
   - Preparation of business letters  
   - Attend business inquiries  
   - Preparation of Business Investment & Tourism presentations on Sri Lanka  
   - Analysis of Trade Data  
   - Preparation of Marked reports  
   - Arranging business appointments etc.

6. **Educational Qualifications**: A basic Degree in Marketing/ Commerce/ Economics/ Business Studies/ Business Management or any other relevant filed; A post Graduate Degree in any of the above fields would be an additional qualification

7. **Experience**: Working experiences of two years minimum in a relevant field.

8. **Other Qualifications**:  
   i) Computer literacy (must be able to work in MS Word, MS Excel, MS Power Point and familiar with e-mail and internet);  
   ii) Must be fluent in English both spoken and written;  
   iii) Must be able to communicate in Hindi;

9. **Method of Recruitment**: Through an interview
10. Terms of Employment and Service Condition:

i) The appointment is not permanent, and would be on contract basis
ii) The appointment is non-pensionable
iii) The appointment is for three years with a probation period of one year.
iv) Renewal of service upon the lapse of contract at the request of the employee and subject to work performance and the approval of the Foreign Ministry of Sri Lanka.
v) Selected candidate will be subject to a
vi) A Security Clearance Report with respect to the selected candidate will be obtained prior to the appointment.

11. How to apply:

Interested candidates, who fulfil the requirements for the position should send in English, a CV along with the passport size photograph and a cover letter describing their interest in the position and how they meet the requirement and competencies for the position.

CV and cover letter should be sent to reach the High Commission on or before the closing date:

Sri Lanka High Commission
27, Kautilya Marg
Chanakyapuri
New Delhi- 110021.

Email: slhc.newdelhi@mfa.gov.lk

12. Application closing Date: 24 August 2021

13. Applicant should attach the copies of the following certificates (not original) to their applications. Originals of the certificates should be produced when called upon to do so:

i) Aadhar card
ii) Certificate of Education Qualifications
iii) Certificate of Professional Qualifications
iv) Certificate of Experience

Note: Due to the high volume of applications received, we will only contact applicants who are being considered for the position.