



Vacancy announcement: Post of Administrative Officer (One)

South Asia Co-operative Environment Programme (SACEP) is an Intergovernmental Organization established by the South Asian countries to promote and support protection, management and enhancement of the environment in the region. Eight South Asian countries; Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka are members of SACEP. The Colombo Declaration on the South Asia Co-operative Environment Programme and Articles of Association of SACEP constitute the legal basis for SACEP. The principle organs of the governance structure of SACEP are the Governing Council (GC) consists of Ministers of Environment of the member countries, Consultative Committee (CC) drawing from representatives of Embassies/High Commissions of the member countries stationed at Colombo, National Focal Points (NFP), Subject Area Focal Points and the SACEP Secretariat. The Secretariat is headed by a Director General, located in Colombo, Sri Lanka where host facilities are provided by the Government of Sri Lanka. SACEP also serves as secretariat for the South Asia Seas Programme (SASP) which is one of the eighteen Regional Seas Programmes of the UN Environment. SACEP registered with the UN Secretariat as a multilateral organization in accordance with article 102 of the charter of the United Nations.

Applications are invited from the competent candidates for the post of Administrative Officer

Criteria for appointment & Requirements

- Degree from a recognized university in the field of commerce, economics, management or relevant field supported by professional qualification in financial management, **or**
- Master's degree in Human resource management and equivalent with financial management background
- 10 years' experience in a similar capacity with the recognized mercantile establishment, government/non-government organization or institution with minimum 5 years' experience in the senior management level. Experience in an intergovernmental organization such as the UN will be an advantage
- Excellent knowledge in financial and human resource management
- Capable of managing multiple responsibilities and able to deliver to strict deadlines
- Strong influencing skills and able to contribute effectively to strategic decisions and able to interpret and clearly explain complex financial information to non-financial staff and governing bodies
- Strong interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Excellent reading writing and communicating skill in English
- Strong IT knowledge and experience
- Age below 45 years on the date of application

Job description

- The Administrative Officer will report to Director General on all aspects of his/her activities and obtain approval on all matters.
- Administrative management of the Secretariat
- Financial management of the Secretariat
- Prepare correspondence, special reports, questionnaires, evaluations, and justifications related to specific and general administrative tasks within the area of responsibility, as necessary
- Monitor and coordinate the upkeep and maintenance of the premises with services providers as per contracts, basic and lease agreements for the property
- Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels and office suppliers etc
- Maintains and updates files, databases, records, and/or other documents
- Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed
- Administer the daily office operations and coordinate logistic requirements for the project office
- Arrange hospitality, purchase supplies to ensure the smooth running of the organization on a day to day and as required basis
- Maintain the central filing system, general database and archive
- Provide administrative support for matters relating to the premises and operations including security, insurance and transport
- Any other tasks assigned by the Director General

General information

- Salary and remuneration package on appointment
- Employment will be on a yearly renewable contract basis at the discretion of Director General of SACEP
- The short-listed candidates will be calling for interview
- The selected candidates will be on an initial probation for a period of 6 months, the Director General reserves the right to extend the period of probation or terminate the services.
- The authority preserves the right of modification or cancellation of the advertisement at any time

Application procedure

Application containing all relevant information and references should be sent to reach the under mentioned by email **on or before 16 January 2023**

Director General
South Asia cooperative environment programme (SACEP)
146/24A, Havelock Road
Colombo 5
Sri Lanka
Email: secretariat@sacep.org