



**USAID | SRI LANKA**  
FROM THE AMERICAN PEOPLE

## Vacancy Project Management Assistant

The United States Agency for International Development (USAID) in Colombo seeks a suitable candidate for the post of Project Management Assistant for the Office of Humanitarian Assistance. In this capacity he/she will serve as the principal assistant to the Deputy Office Director. The successful applicant will serve as the administrative focal point and assist program staff in five core areas of responsibility including project management, performance monitoring and documentation, administrative support, reception, and material management.

### **REQUIRED QUALIFICATIONS & EXPERIENCE:**

- A Bachelor's degree in Business, Economics, Development or related area is required. Ordinary (O/L) or Advanced level (A/L) Education together with four or more years of relevant experience may be judged equivalent to a Bachelor's degree on a case-by-case basis.
- A minimum of three (3) years of experience working in the development field in program and administrative assistance, or other development area is required.
- Fluency in English (Level IV) with a capacity to assist in the preparation of papers, correspondence, and analytical materials is required. Spoken and written proficiency in Sinhala and/or Tamil desired, and ability to translate from Sinhala and/or Tamil is also desired.
- Must be familiar with the donors and development strategies currently working in Sri Lanka.
- Must demonstrate an understanding of the political history of Sri Lanka and sound knowledge of Sri Lanka's economic, social, cultural, and political characteristics.
- Must demonstrate an understanding of common office software such as MS Office including Outlook, Word, Excel, Access, and PowerPoint.
- Must be able to prioritize and complete tasks quickly and efficiently, and must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments.

**Salary will be offered based on the qualifications and experience of the applicant.**

Applicants should send their resume along with a cover letter and three references to the **EXECUTIVE OFFICER** via email to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)

**Applications are due by close of business on February 25, 2011.** Applications received after the closing date will not be accepted. Applications that do not meet the above minimum qualifications WILL NOT be considered by the selection committee. Only those applications considered being in the most competitive range in terms of experience and qualifications will be notified for further review in the position vacancy selection process.