



Embassy of the Republic of Korea in Sri Lanka

JOB VACANCY

ASSISTANT RESEARCH AND PUBLIC RELATIONS OFFICER

Qualifications and Eligibility

- Bachelor's and Master's Degree from a recognized University in Economics/International Relations/International Politics/Law is a **MUST**.
- Excellent communication skills in writing and spoken English. IELTS score should be 7 or more.
- Experience in embassy work, general office administration and secretarial work would be preferable.
- Strong computer literacy and proficiency in using Microsoft Office applications
- Ability to work under pressure and deliver the required outcome within the stipulated time period
- Accuracy and good attention to details when accomplishing a task
- Residing in Colombo or near would be preferable

Job Description

- Monitor current political/economic and social affairs in Sri Lanka
- Preparing analytical reports on political and economic situation of Sri Lanka
- Writing reports to inform policy development
- Drafting speeches, official press releases of the Embassy and Ambassador's interviews
- Engage and maintain Embassy's contacts among government agencies, media, academic, civil society groups, political parties and international organizations
- Drafting and handling of Diplomatic correspondence and official letters
- Liaise with Sri Lankan Government Ministries and Departments to support Diplomatic Affairs of the Embassy
- Translation of documents (English/Sinhala)
- Handle daily paper work and filing
- Answering, screening and forwarding any incoming phone calls while providing basic information when needed
- Perform other tasks when requested by the Embassy

Salary and Allowance

A basic salary (About USD 1,000.00 with EPF and ETF benefits plus overtime payment, annual bonus and year end evaluation bonus) will be decided according to the candidate's qualification and experience after the interview.

Application and Remarks

Should be filled in the format of the following template and submitted to the Embassy by email "korembsl@mofa.go.kr" (only PDF file will be accepted), until **09th August 2023**.

- Tel: 011 - 2699036 ~ 8
- Working Hours : 08:30 hrs ~ 16:30 hrs (Rest Breaks : 12:00 hrs ~ 13:30 hrs)
- Please mention the job title on the subject line of the email
- Prior to actual contract, 3 months of probation will be given
- When applicants are short-listed, the Embassy will arrange interviews for those who are selected
- **Applicants, who do not follow the instructions, will not be considered**
- **Only PDF File will be accepted**
- The Embassy requires a police report by the candidate, therefore it is preferred that the candidate could apply for the police report at the earliest and bring it during the interview if possible

Personal Data

Name :
Address :
Contact No :
Date of Birth :
Marital Status :
Email :
NIC No :

Photograph

Education

Professional Qualification

Work Experience (If any)

Non – Related Referees

1.

2.

Self Introduction (1/2 Page required)

Purpose of applying for this Job Position (1/2 Page required)