



High Commission of Maldives Colombo

Address : No. 25, Melbourne Avenue

Colombo 4

Telephone : 2580076

Fax : 2581200

Ref: 27/IUL/2024/05

Date: 31/05/2024

Vacancy at the High Commission of Maldives - Sri Lanka

The following staff vacancy is available at the High Commission of the Republic of Maldives.

Post : Administrative Assistant

Requirements:

- Sri Lankan Citizen.
- Minimum **two** "B" passes or above in GCE A/L examination.
- Proficient in Microsoft Office.
- Should be fluent in spoken and written English. (Knowledgeable in Dhivehi Language is an added advantage)
- When shortlisting, priority will be given to those candidates who have previous work experience in diplomatic missions & to candidates who hold strong organizational skills with the ability to multi-task.

Responsibilities:

1. Manage the High Commissioner's schedule, including appointments, meetings, and travel arrangements.
2. Screen and prioritize incoming correspondence and requests for the High Commissioner's attention.
3. Coordinate and organize events, both official and personal, for the High Commissioner.
4. Assist in preparing briefing materials, reports, and presentations for the High Commissioner.
5. Act as a point of contact between the High Commissioner and internal and external stakeholders.

Salary : LKR 22,890.00

Allowance : LKR 23,925.00

Other : Overtime, 12% EPF & 3% ETF

Interested applicants are advised to apply with CV and references together with copies of relevant certificates to the High Commission of Maldives (No. 25, Melbourne Avenue, Colombo 04) or Email to colombo.hr@foreign.gov.mv before **1400 hours on 10 June 2024**.

ONLY shortlisted candidates will be called for interview. Interview date and time will be informed to shortlisted candidates ONLY. Applications submitted after the deadline will NOT be considered.