



VACANCY FOR OFFICE ASSISTANT (Multiple Vacancies)

Assignment Basis

MAHAWELI CONSULTANCY BUREAU

Mahaweli Consultancy Bureau is an organization under the purview of the Ministry of Irrigation incorporated for the objective of providing Consultancy & Support Services for Local & International clients. We have been in business for 23 years and during the time we have grown to be a reputed organization by successfully completing high priority Consultancy and Support Services for Government and Non- Government Organizations in Sri Lanka. Our vision is to rank our company among the top ten entities in South Asia by the year 2030.

We invite suitably qualified and confident individuals to apply for multiple Office Assistant positions to support our Hydrology-related initiatives and contribute towards the achievement of our organizational objectives. Selected candidates will primarily be engaged in hydrology-based assignments; however, they will also be required to actively participate in other project works and programs undertaken by the Mahaweli Consultancy Bureau as and when required.

JOB DESCRIPTION

- Maintain inventory of office supplies and equipment.
- Provide logistical support for meetings, workshops, and office activities.
- Handle filing, photocopying, dispatching, and general office record keeping.
- Provide support for internal document movement and physical file management.
- Assist in maintaining safety and security of office premises and assets at workstations.
- Support general day-to-day office operational tasks as assigned.

EDUCATIONAL QUALIFICATIONS

- G.C.E. Ordinary Level with 06 subject passes with 02 credits.

EXPERIENCE

- At least 2 years of experience in office support work.
- Experience in government or project office preferred.

PROFESSIONAL SKILLS

- Basic knowledge of office procedures.
- Ability to handle filing, photocopying, document dispatch, and minor clerical tasks.
- Honest, reliable, and punctual.

Location: Vacancies exist for the Colombo, Matale, and Kekirawa sub-offices.

APPLICATION GUIDELINES

Interested candidates are invited to submit their Curriculum Vitae (CV), together with a covering letter, clearly indicating "Office Assistant" in the subject line, via the official online application portal of Mahaweli Consultancy Bureau at <https://mcb.gov.lk/careers-apply/>. **Only applications submitted through the above link will be considered.**

Please note:

- Only **short-listed candidates** meeting the above criteria will be contacted for an interview.
- **Any form of canvassing will result in disqualification.**

Chief Executive Officer,
Mahaweli Consultancy Bureau,
No. 11, Jawatta Road,
Colombo 05.