



VACANCY FOR MANAGEMENT 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 the Multiple Management Assistant positions to contribute towards the achievement of our organizational objectives. Selected candidates will be required to actively participate in other projects and programs undertaken by the Mahaweli Consultancy Bureau as and when required.

JOB DESCRIPTION

- Maintain financial and administrative records related to tank rehabilitation works.
- Assist in preparation of payment vouchers, financial statements, and progress reports.
- Coordinate procurement documentation and inventory records.
- Support correspondence, scheduling, and official communications.
- Ensure proper filing and documentation in compliance with audit requirements.

EDUCATIONAL QUALIFICATIONS

- GCE A/L with a Diploma or equivalent qualification in Management, Administration, or Accounting from a recognized institution.
- Proficiency in MS Office applications (Word, Excel, PowerPoint).
- Good communication and organizational skills.

EXPERIENCE

- Minimum 02 years of experience in office administration, finance, or project support.
- Experience in government or donor-funded projects preferred.

APPLICATION GUIDELINES

Interested candidates are invited to submit their Curriculum Vitae (CV), together with a covering letter, clearly indicating "Management 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.