

# FOUNDATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY

## Administrative Assistant / Aide

We are seeking an Administrative Assistant or Aide to assist with various office administration requirements, such as maintaining office records, accounting systems, project management, writing reports and multiple other tasks that would ensure effective and smooth running of the day to day operations. The ideal person should be a versatile individual who has some combination of the below mentioned skills, and is willing to learn other areas. Applicants should be below the age of 35, and possess the following skills and qualifications.

- Have a good command of written and spoken English
- IT Skills
- Knowledge of Accounting
- Ability to maintain office records
- Ability to learn
- Be well organized
- Ability to work in a diverse team
- Competence in Sinhala / Tamil

Ability to work independently and conscientiously in a timely manner with minimal supervision is necessary. This shall be an ideal opportunity for someone who seeks to develop their craft and career.

Work will be in our Akurana Office with visits to Digana. The duration of the contract is to commence immediately on contract basis, and subject to renewal upon satisfactory performance. To apply, send a resume with names of two non-related professional referees who are familiar with your work, and a covering statement, before 21<sup>st</sup> June 2015 – applications received thereafter shall also be reviewed until the post is filled.

Email: [fectcv789@gmail.com](mailto:fectcv789@gmail.com)

With a copy to: [lareefz@hotmail.com](mailto:lareefz@hotmail.com)

The Manager

Foundation for Environment, Climate and Technology,  
C/o Maintenance Office, Mahaweli Authority of Sri Lanka, Digana Village, Rajawella.  
<http://www.climate.lk> ; Tel.No: 081-2376746

Female candidates are encouraged to apply. Only short-listed candidates will be contacted.

**FECT**

c/o, Maintenance office  
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