

FOUNDATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY

MANAGEMENT / EXECUTIVE AIDE

We are looking for a versatile individual to support the work of the directors and help manage a small non-profit organization. The person should have a combination of the skills mentioned below and should be willing to learn other areas. The role shall be customized beyond what is below based on the competencies of the best suited applicant and the needs of the organization.

Tasks and Responsibilities:

- Serve as a Confidential Executive Aide to the Directors
- Coordinate Human Resource Management
- Manage office correspondence, and documents
- Maintain and Improve office systems, schedules and calendars
- Maintain and Improve filing systems, and work procedures
- Assist in IT based Accounting

Essential skills:

- Information Technology - spreadsheets, word processing, and database management
- Office management including filing, maintaining registers and records.
- High quality written English
- Time management skills
- Demonstrated ability to work confidentially
- Software and web-based management

Added advantages:

- Competence in Sinhala and/or Tamil and other languages
- Rapid Typing
- Understanding of Strategic Communication

The assignment is to commence immediately. The appointment is initially for one year and extendable. Work will be in Akurana or Digana Village near Kandy. To apply, email (1) a resume (2) names of two professional referees who are familiar with your work, (3) a cover letter for immediate consideration. Applicants shall be reviewed on the deadline announced at www.climate.lk/vacancies.html and continued to be received until the post is filled.

Email: fectcv@gmail.com and hr@tropicalclimate.org
With a copy to: lareefz@hotmail.com

FECT

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