

Invitation for Applications

Positions: Project Secretary (1) / Logistics Coordinator (1)

Background:

The Ministry of Environment is currently engaged in the implementation of the "Healthy Landscapes" project, focused on the effective management of agricultural landscapes in socio-ecologically sensitive areas. This initiative, funded by the Global Environment Facility Trust Fund (GEF-TF), is a collaborative effort between the Ministry and the South Asia Co-operative Environment Programme (SACEP). To lead the execution of Component 03 of the project, SACEP has engaged a consultative team comprised of selected academics from Rajarata University of Sri Lanka.

Job Opportunity:

Applications are being welcomed from eligible graduates and postgraduates to join the project as a Logistics Coordinator/Conference Secretary. This role, offered on a contractual basis, spans a period of six months w.e.f. 01/09/2023.

Qualifications and Skills:

A degree from a recognized university in Agriculture, Environment management or any other relevant field. Additional postgraduate qualifications in environment management, particularly in tank cascade systems, will be a distinct advantage.

Proven experience in coordinating events, symposiums, and meetings, providing a valuable edge.

Proficiency in multitasking, ensuring effective and efficient task completion.

Strong interpersonal skills enabling effective interaction with senior academic and administrative personnel.

Aptitude for collaborative teamwork, fostering trust and cooperation among consultative team members.

Exceptional communication and negotiation abilities.

Proficiency in computer literacy and fluent command of scientific and business English.

Remuneration:

All-inclusive monthly allowance for Logistics Coordinator/Conference Secretary will be 95,000 rupees (with postgraduate qualifications) and 80,000 rupees (without postgraduate qualifications).

Application Procedure:

Interested candidates should prepare a concise one-page application, accompanied by copies of all academic and professional certifications, as well as documents substantiating work experience. These materials, along with a cover letter and CV, should be combined into a single PDF file and emailed to Prof. Janaka Gunarathna (janaka78@agri.rjt.ac.lk).

Application Deadline: 20th August 2023, 12:00 noon

Conditions:

Upon selection, candidates will be expected to enter into a contract agreement with the National Project Manager of the Healthy Landscape Project.

Candidates must be willing to work extended hours or weekends as needed, without any additional compensation.

Selection Process:

Applications from suitably qualified candidates will undergo a shortlisting process, with only shortlisted applicants being invited for interviews. The final selection will be made by the Consultative Team. Applications that fail to meet the specified requirements, are incomplete, or submitted after the closing date will regrettably be excluded from consideration.

Prof. Janaka Gunarathna
Rajarata University of Sri Lanka