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இலங்கை ஜனநாயக சோசலிசக் குடியரசின்
கொன்சல் ஜெனரல் அலுவலகம் - ஜித்தா



Consulate General of the Democratic
Socialist Republic of Sri Lanka - Jeddah
القنصلية العامة لجمهورية سريلانكا
الديمقراطية الاشتراكية - جدة

Vacancy Announcement

The Consulate seeks applications from self – motivated, diligent individuals for the following position;

Position	: Clerk (Temporary)
Age	: 21-45 years
Primary Responsibilities	: Assisting with the coordination and documentation process of handling the death of Sri Lankan nationals in Saudi Arabia and related compensation
Minimum educational qualification	: G.C.E Advanced level examination (Sri Lankan or equivalent International Certification)
Essential Skills	: (i) Working knowledge of English and Arabic (ii) Computer Literacy (MS Office, Email & good typing speed) (iii) Knowledge in Sinhala and Tamil languages will be considered as added qualifications
Experience	: Preference may be given to those who have experience in similar field
Residency status	: should possess a valid Iqama
Working hours	: Sunday – Thursday: 08.30 a.m. -4.30 p.m. (should be willing to work long hours on occasions)
Salary	: Daily pay (negotiable)
Selection	: Through an interview process (for short listed candidates)

To Apply - One Covering Letter, Curriculum Vitae (CV), with two non –related referees, copy of Iqama can be e-mailed to: slcg.jeddah@mfa.gov.lk, with Subject - '**Application for Clerk (Temporary)**'

Application Deadline: 5th February 2025

20th January 2025