

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ  
කොන්සල් ජනරාල් කාර්යාලය - ජෙදා  
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 **Sri Lankan nationals living in Saudi Arabia** for the following position;

<b>Position</b>	: Personal Assistant ( <b>Temporary</b> )
<b>Age</b>	: 21-45 years
<b>Primary Responsibilities</b>	: Provide a full range of secretarial and administrative support to the Consul General and also assist the wider work of the Consulate; Dealing with telephone enquiries, mail, invitations, letters and requests, including occasional out-of hours calls
<b>Minimum educational qualification</b>	: G.C.E Advanced level examination (Sri Lankan or equivalent International Certification)
<b>Essential Skills</b>	: (i) Good command of English (ii) Computer Literacy (MS Office, Email & good typing speed) (iii) Knowledge in Sinhala, Tamil and Arabic languages will be considered as added qualifications (iv) Good interpersonal skills
<b>Experience</b>	: Preference may be given to those who have previous experience as PA or in similar capacity
<b>Residency status</b>	: <b>Sri Lankans living in Saudi Arabia with a valid Iqama</b>
<b>Working hours</b>	: Sunday – Thursday: 08.30 a.m. -4.30 p.m. (should be willing to work long hours on occasions)
<b>Salary</b>	: Daily –paid (negotiable)
<b>Contract period</b>	: <b>Three (03) months</b>
<b>Selection</b>	: Through an interview process ( <b>for short listed candidates</b> )

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

**Application Deadline:** 06<sup>th</sup> February 2025

22nd January 2025