

LEARN

Lanka Education and Research Network Vacancies

Applications are hereby invited from citizens of Sri Lanka for the following posts in our office located in Peradeniya.

Background:

Asia Pacific Advanced Network (APAN) is an international network that connects the research and education networks of its member countries/economies to each other and to other research networks around the world. APAN is also the name of the organization that is representing its members. APAN Ltd is the not-for-profit Association that is the legal entity created to undertake the activities on behalf of APAN members.

LEARN is operating the Secretariat of the "Asia Pacific Advanced Network" (APAN) at present.

Secretary / Administrative Officer for APAN Secretariat

Job description:

The Secretary / Administrative Officer will be a full-time employee responsible for day-to-day administrative and finance tasks of the secretariat. Duties will include the following:

1. Providing support to the APAN Board of Directors and the General Manager, including organization of meetings, taking minutes and distribution of minutes.
2. Providing support to organize APAN Conferences, preparation of various documents before the meeting, including taking minutes of various meetings of administrative bodies during the event
3. Providing support for financial transactions including the collection of membership fees, maintenance of bank account and financial report, preparation of vouchers for payments and processing payments through online banking systems, issuance of invoices, receipts, and other advices

Qualifications/Experience:

- ! A bachelors degree in IT / Management / Finance / Social Sciences conducted in English, with at least one year experience in a similar capacity
- OR
- ! GCE / Advanced Level in Science / Commerce streams with at least six years of experience in a similar position serving International clients
- ! Excellent command of the English language, both written and verbal
- ! Excellent inter-personal and communication skills
- ! High level of IT literacy, including experience with office applications, e-mail and other electronic communication applications
- ! Self motivation and quick learning abilities
- ! Experience in developing / updating web pages and online documents would be an advantage
- ! Age below 35 years

Salary/Benefits:

Salary is negotiable and would be commensurate with qualifications and experience. This position is entitled to EPF/ETF benefits.

This would be a contract appointment, initially for a period of one year, with possibility of extensions.

Please note that this position would require official international travel related to meetings/conferences at least twice a year. Each visit would require being away from the country for approximately a week.

Applications including a resume with the contact details of two non-related referees, copies of certificates for proof of qualifications and experience, and copies of other related documents should be sent (preferably as PDF documents by electronic mail) to reach the undersigned. Applicants will be interviewed as applications are received, and the position will remain vacant until it is filled.

APAN Secretariat
c/o Lanka Education and Research Network
Information Technology Center
University of Peradeniya
Peradeniya

Email: sec AT apan.net

For more information, please visit <http://www.learn.ac.lk/vacancies/>