



EMBASSY OF SRI LANKA & PERMANENT MISSION IN BANGKOK

NO. 75/6-7, 13TH FLOOR, OCEAN TOWER II, SUKHUMVIT SOI 19, BANGKOK 10110, Thailand

Vacancy Announcement

Position - Management Service Officer (Local)

The Embassy of Sri Lanka and Permanent Mission in Bangkok is seeking eligible and qualified applicants for the following locally engaged position in the Embassy.

Position : **Management Service Officer (Local)**
Opening date : Immediate
Period of contract : 06- Months to 01 Year Temporary basis

Basic functions of the position:

- Secretariat work
- Coordinating on appointments/meeting/events/functions
- Covering meetings/preparing minutes
- Translations and Interpretation
- Consular related activities

Qualifications required

- Excellent in both English and Thai (written and spoken)
- Bachelor Degree, postgraduate qualifications, experience in a similar field and secretarial qualifications will be added advantages

Submission of Applications:

Application/Curriculum Vitae with two referees could be forwarded to slemb.bangkok@mfa.gov.lk **on or before 21.04.2025.**

For further information please contact the Embassy.

Telephone: +6621054851 (Ext 103)

Email : slemb.bangkok@mfa.gov.lk