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 and Permanent Mission of the Democratic Socialist Republic of Sri Lanka in Bangkok is urgently seeking eligible and qualified applicants for the following locally engaged position at the Embassy.

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

Basic functions of the position:

- Secretariat work
- Knowledge on Finance, Accounts and Banking
- Coordination with Ministries/Departments/ Agencies/Authorities
- Coordinating on appointments/meeting/events/functions
- Covering meetings/preparing minutes
- Translations and Interpretation
- Consular related functions
- Assist trade, economic, and investment related functions

Qualifications required

- Excellent in both English and Thai (written and spoken)
- Bachelor Degree, postgraduate qualifications, experience in a similar flied and secretarial qualifications will be added advantages
- Should be a Thai citizen or possess valid Thai Visa
- Preferably close to Sukhumvit Soi 19, Wattana, Bangkok.

Submission of Applications:

Application/Curriculum Vitae with two referees could be forwarded to slemb.bangkok@mfa.gov.lk **on or before 11.12.2026.**

Recruitment process:

Shortlisted applicants will be called on for an interview. Selected applicant will be informed once the process is completed.

For further information please contact the Embassy.
Telephone: +6621054851 (Ext 103)
Email : slemb.bangkok@mfa.gov.lk