



VACANCY ANNOUNCEMENT FOR A PERSONAL ASSISTANT TO H.E. THE AMBASSADOR

The Embassy of Democratic Socialist Republic of Sri Lanka in Ankara is looking for a highly motivated individual Turkish national for the post of Personal Assistant to H .E the Ambassador.

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| Post | : Personal Assistant to H.E. the Ambassador |
| Type of employment | : Full-time (Contract basis) |
| Duty Station | : Embassy of Sri Lanka, Ankara |
| Qualifications and Experience | |
| Eligibility | Turkish Nationals only |
| Knowledge and Skills | <ul style="list-style-type: none">• Excellent communication skills, both written and oral in English and Turkish• Well verse in IT, typing and experience with social media platforms• Excellent secretariat skills, communication skills, as well as coordination and organizational abilities• A positive attitude and the ability to work both independently and in a team, as well as the ability to create strong professional working relationships with a wide range of people both internally and externally• Experience/good understanding of working in a multi-cultural setting• Multi-tasking and time management capability• Knowledge of Ukrainian and Georgian languages could be an added advantage |
| Qualifications | <ul style="list-style-type: none">• Upper secondary education degree• Certificate on typing / translation / secretarial work• Basic / specialized IT related certificates |
| Main Duties | <ul style="list-style-type: none">• Duties to be performed a confidential Secretary to the Ambassador• Providing ad-hoc support for administrative tasks and translating / interpreting |
| Experience | <ul style="list-style-type: none">• Experience in similar field /work or recent passed out from universities with above skills• Working experience of related administrative/executive secretarial work in a diplomatic mission/ international organization is an advantage |
| Age | Age between 22 - 30 years |

Note:

1. Interested candidates are requested to forward self-prepared application/CV in English, certified copies of Turkish ID Card (Kimlik), SGK Registration Card (if available), Educational Certificates, Security Clearance Certificate and other relevant documents.
2. Applications for the above post with the copies of requested documents should reach the Embassy **on or before 28 July 2025** by the following email;
slemb.ankara@mfa.gov.lk
3. Shortlisted candidates will be called for an interview on a specific date decided by the Embassy. (Travel/ transport expenses will not be reimbursed to attend interview) No telephone inquiries please.

Embassy of Sri Lanka - Ankara
22/07/2025