

## **Management**

We are looking for a versatile individual to support the work of the directors and help manage a small non-profit organization. The person should have a combination of the skills mentioned below and should be willing to learn other areas. The role shall be defined based on the competencies of the best suited applicant.

### **Tasks and Responsibilities:**

- Prepare and manage routine office correspondence, and documents
- Organize and coordinate meetings
- Implement and maintain office systems, schedules and calendars
- Handle incoming/outgoing mail
- Set up and maintain filing systems, and work procedures
- Ability to work confidentially

### **Essential skills:**

- Information Technology - spreadsheets, word processing, and database management
- Office management including filing, maintaining registers and records.
- Advanced knowledge of English
- Organizational and time management skills
- Ability to correspond independently

### **Added advantages:**

- Place of Residence close to our office
- Knowledge of Human Resource Management
- Accounting competence
- Competence in Sinhala and/or Tamil and other languages
- Rapid Typing
- Ability to learn software and cloud based management such as Library management system

The assignment is to commence immediately. The appointment is initially for one year and extendable. Work will be at the Head Office in Akurana. To apply, email (1) a resume (2) names of two professional referees who are familiar with your work and (3) a cover letter to receive immediate consideration. Applicants shall be received until the post is filled.

Email: [fectcv@gmail.com](mailto:fectcv@gmail.com) with a copy to: [hr@tropicalclimate.org](mailto:hr@tropicalclimate.org)

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