

TROPICAL CLIMATE

FIELD OFFICER/ASSISTANT

We seek a field officer assistant to visit various sites for engagement with compile material relevant to legal and regulatory matters. The person shall have to work on organizing material, interviewing and writing down relevant persons, and preparing content for future analysis and communicating to plantation officers and workers.

Essential competencies

- Willingness to undertake travel to varied locations by public and other available modes.
- Ability to read, understand and abstract from written and published records in national languages
- Ability to undertake scanning, photography, and transmission of these remotely
- Ability to interact with officials in government, plantations, including staff at all levels
- Factual accuracy and attention to detail
- Skill in use of internet, computers, peripherals and mobile devices
- Word-processing skills in English

Preferred Competencies

- Work well with a multi-disciplinary team
- Skills in Sinhala and Tamil
- Self-motivated, detail-oriented and well organized
- The desire to learn, and the ability to learn quickly
- Willingness to contribute to organizational work in related area
- Ability to maintain confidentiality and communicate effectively

These are full time assignments and can commence immediately. Appointments are under contract with extension based on performance. Work will be based out of our offices in Akurana or Digana in Kandy and require travel upcountry and to Colombo and Nawalapitiya. To apply, email (1) a resume/CV, 2) names and full contact details of two professional referees (3) writing samples and (4) a cover letter to receive immediate consideration.

Email: hr@tropicalclimate.org and hrtc@mail.com With a copy to nycwhizz@yahoo.com

Applicants shall be reviewed first by the deadline at www.tropicalclimate.lk/vacancies.html and later until the post is filled.

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Akurana, Sri Lanka

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