



In a fast-paced environment, the ability to constantly learn and adjust in an ambiguous world needs to be a fundamental principle of any organization. With over 50 years of development experience, the United Nations Development Programme is re-inventing itself to adapt to emerging challenges and opportunities, improve our business model and the way we work. In Sri Lanka, UNDP has been working as a key development partner since 1967, to achieve sustainable human development in economic, social and environmental fronts. To support national development, we are looking for individuals who are driven and passionate to join our dynamic team.

For this purpose, UNDP is seeking to recruit a dynamic and well accomplished “Programme Operations Assistant” to play a key role in the Sri Lankan Country Office.

Career Opportunities

Programme Operations Assistant

Key Responsibilities

- Provides administrative and financial services programme support, administrative, financial, logistical and secretarial work within UNDP Office in Sri Lanka ensuring high quality, accuracy and consistency of work whilst providing a client-oriented approach consistent with UNDP rules and regulations.
- Supports the planning and implementation of UNDP supported activities by providing and managing data inputs, providing logistical and administrative support, monitoring project implementation and following up on recommendations.
- Full compliance with UNDP rules and regulations and other relevant policies on financial recording / reporting system and follow-up on audit recommendations; implementation of effective internal controls, and ensure proper functioning of a client-oriented financial resources management system.
- Drafts various documents as and when required to help the management in monitoring and evaluation of projects-programmes such as summary table of AWP, summary table of overall programmatic expenditures and determination of unutilized funds, and provides information for formulation of work plans, budgets, and proposals on implementation arrangements and execution modalities.

Key Requirements

- Secondary Education with specialized certification in Accounting and Finance or equivalent full or part professional qualification.
- Five years’ experience in the field of finance preferably in an international development context.
- Strong oral and written communication skills in English, along with Sinhala and/or Tamil.

To express an interest for this position please forward your CV along with contact details of two non-related referees **before the 27th of November 2017** to hrsadvisory@lk.pwc.com. Please mention the position applied for in the subject line of the email.

For additional clarification or concerns please contact:

Kanishka Weeratunga on +94-11-7719700 | ext 5404 | kanishka.weeratunga@lk.pwc.com.

Note: UNDP staff will be placed on a one year service contracts with the possibility of extension.

**Lasanga Abeyseriya | Executive Director
Human Resource Consultancy Services**