

Secretarial Assistant Ministry of Health

Vision 2020 Secretariat is the National level body (office) to coordinate all eye care related activities in the country located at Ministry of Health Head Office.

Vision 2020 Secretariat is looking for a young dynamic female secretarial assistant for the office.

Excellent PR with colleagues, clients (patients), higher officials is mandatory.

Age below 30 years (unmarried female candidates)

Educational qualifications GCE AL

Diploma/degree/secretarial will be added qualifications

Computer literacy is essential (MS office/email/internet)

Experience minimum one year in office setting

Language proficiency must be fluent in Sinhala/English

Tamil will be an added qualification

Job description - office work

Communication, drafting letters, coordination of meetings, organizing eye care programmes & participation to them. Some account work.

Working day 8 am to 4 pm.

Working week Mon-Fri, occasionally during weekend for special programmes if any.

A young person really wants to serve poor people needing eye care will be recruited for this vacancy.

Please email your CV as soon as possible (before 12th Oct)

Short listed candidates will be called for interview.

Please call us for more details.

vision2020srilanka@gmail.com

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