



WORLD BANK GROUP

Team Assistant

The SACSU CMU is looking for a qualified candidate who could provide administrative support. Successful candidates will report to the Country Manager. The Team Assistant position will focus on full range of office and administrative support work within a team, a significant part of the job entails provision of some specialized support (e.g., database management, knowledge management, task management, major event/course planning, etc.).

We are looking for an experienced Team Assistant who meets the following criteria:

- Bachelor's degree in a relevant discipline with minimum 2 years of relevant experience.
- High organization skills with attention to details.
- Proficiency in office information technology and programs (e.g., Word, Excel, PowerPoint).
- Excellent written and oral communication skills in English.
- Interpersonal Skills and ability to work effectively in a diverse team.

This is a country office position in Sri Lanka and subject to local recruitment. The World Bank offers a locally competitive package to all applicants

Details (Req#) are available in the World Bank Careers website: www.worldbank.org/careers. All applications must be submitted through this website. The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are equally encouraged to apply.

Closing date is May 31, 2023.

Working For a World Free of Poverty