



British High Commission Colombo

Pro Consul- Citizen Services

To deliver a professional and tailored Consular service to British Nationals in Sri Lanka and Maldives. This will require developing and maintaining contacts with local community and taking part in communications and prevention work.

Key requirements:

1. Language Proficiency -

- Fluent (spoken & written) English IELTS 7.0 or equivalent.
- Spoken and written Sinhala/Tamil.

2. Skills and Abilities -

- Be a self-starter.
- High levels of personal resilience.
- Excellent communication and interpersonal skills.
- Office management skills.
- Active listening skills.
- Accurate typing skills.

3. Job Knowledge -

- IT literate, well versed in Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Teams).
- Consular or related experience/ training or experience of working in an operational or Customer service role (Desirable).
- Experience of creating engaging outreach content, use of social media and other digital marketing (Desirable).

- Applications close on 12th February 2023 -

For job specification, application link and further details, please visit our website

<https://bit.ly/3WvGkV2>