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SSA Project Assistant _ Joint Risk Assessment _ WCO-SRL - (2601297)

Grade: No grade**Contractual Arrangement:** Special Services Agreement (SSA)**Contract Duration (Years, Months, Days):** 6 MONTHS**Job Posting:** Apr 17, 2026, 4:44:06 PM**Closing Date:** May 7, 2026, 3:29:00 AM**Primary Location:** Sri Lanka-Colombo**Organization:** SE_SRL WR Office, Sri Lanka**Schedule:** Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

Under the overall supervision and guidance of the WHO Representative to Sri Lanka and the Chief Epidemiologist, Epidemiology Unit, and their delegates the Project Assistant will be responsible for the following work under the risk assessment component of the Pandemic Fund project:

1. Coordination and Scheduling

- o Coordinate and schedule meetings, workshops, consultative sessions, field-testing activities, and training programmes at national and subnational levels.
- o Support communication with multi-sectoral stakeholders regarding meeting schedules, agendas, and follow-up actions.

- o Monitor implementation progress against approved work plans, timelines, and budgets, and flag implementation challenges, providing periodic updates and reminders to supervisors.

2. Documentation and Correspondence

- o Prepare, format, and circulate official correspondence, meeting agendas, minutes, reports, and technical documents.
- o Assist in preparation of PowerPoint presentations and other supporting materials required for meetings, workshops, and training sessions.

- o Ensure follow-up on actions arising from technical meetings, reviews, and stakeholder consultations.

3. Records Management

- o Compile, organize, and maintain systematic records of administrative documents, meeting outputs, and logistical arrangements.
- o Ensure proper filing (electronic and/or hard copy) of documents to support reporting and institutional reference.

4. Logistical and Administrative Support

- o Provide logistical support for meetings, workshops, field-testing exercises, and training activities, including venue coordination and participant communication.
- o Assist in coordinating travel, refreshments, stationery, and other administrative requirements, in line with approved procedures.

Reporting and Institutional Support

- Support preparation of administrative inputs required for progress reporting, institutional submissions, and coordination with relevant authorities and partners.
- Assist the consultant in ensuring timely submission of documents and reports to the Epidemiology Unit and other designated stakeholders.

Requires Qualifications

Education:**Essential:**

- Completion of secondary school education - GCE (A/L) in the biological sciences stream
- Certificate in Project Management/ Business Administration

Desirable:

- A bachelor's degree in health sciences, public health, veterinary sciences, environmental sciences or a related discipline.
- Previous experience working as a Project Officer or in a similar role will be considered an added qualification.

Experience:**Essential:**

- At least 4 years of work experience as a Project Officer or in a similar role

Desirable:

- Experience in working with the Government Sector and or another UN/ International Organizations.
- Familiarity with the UN system, grant funding, policies and monitoring and evaluation

Language Skills

- Expert knowledge of English and expert knowledge of a local language (Sinhala or Tamil)

Skills

- Strong communication, coordination, and interpersonal skills.
- Ability to work effectively with multisectoral stakeholders under a One Health framework.
- Fluency in English and Sinhala; knowledge of Tamil will be an added advantage.
- Computer literacy with proficiency in MS Word, Excel, PowerPoint, and basic data management tools.
- Ability to work independently, manage multiple tasks, and meet deadlines.

Competencies:

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- Technical expertise
- Overall attitude at work
- Teamwork
- Respecting and promoting individual and cultural differences
- Communication

Annual Salary & Benefits

Annual Salary

- G4- Step 1

Others Benefits**WHO Offers locally competitive packages such as:**

- Health Insurance - Accident and illness insurance through CIGNA Insurance
- Annual Leave – 2.5 days per month
- Sick leave (7 days per year)
- WHO Holidays

NOTE:

- 1) Qualified Candidates will be evaluated and interviewed.
- 2) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

3) This vacancy is open to Sri Lankan Nationals (all genders). *Qualified female candidates are encouraged to apply*

4) This Vacancy Notice may be used to fill other similar positions at the same grade/level

"WHO is committed to workforce diversity". "Any attempt to unduly influence WHO's selection process will lead to automatic disqualification of the applicant."

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