

Project Officer/ Coordinator, Admin Finance Executive, Interns – Coordination Assistants

Hiring organization

Asia Pacific Alliance – Sri Lanka

Description

Opportunity to make a difference

A-PAD

Sri Lanka

The Asia Pacific Alliance for Disaster Management (A-PAD) is a trans-national disaster aid alliance that works to facilitate cooperation and understanding between governments, private companies and aid agencies in the Asia Pacific Region. The Alliance's member countries comprise of Japan (Headquarters), Korea, Indonesia, Philippines, Bangladesh, Nepal and Sri Lanka.

A-PAD office in Sri Lanka is seeking for passionate and self-motivated individuals;

Project Officer/Coordinator

This position will be responsible for overall management of coordination, facilitation and networking with private sector, government and aid agencies in disaster risk reduction and supporting business and community resilience. A team worker with acumen for strategic planning, results-based management and excellent report writing.

Admin Finance Executive

This position provides support to office admin and finance operations with an ability to perform a variety of administrative and basic financial duties which will include logistical and asset management. An energetic and excellent problem-solver; anticipating challenges or obstacles and tactfully resolving them with minimal supervision.

Interns – Coordination Assistants

Opportunities for just passed out graduates and or final academic year of degree program in development related fields with a focus on Development Studies, International Relations, Law, Economics, Social Sciences, or any other related field. The position will provide a robust experience in emergency response coordination and information management for humanitarian and relief activities.

If this is of interest to you, forward CV to info@apad.lk within fourteen days of this advertisement or post to:

410/116,
Buddhaloka Mawatha,
Colombo 7

www.apad.lk



Employment Type

Full-time

Job Location

410/116 Buddhaloka Mawatha,
Colombo 07, 00700, Colombo 07,
Western Province, Sri Lanka

Date posted

August 15, 2025