



**SOS CHILDREN'S
VILLAGES**

JOIN OUR

TEAM

HR & ADMINISTRATIVE ASSISTANT (1-year fixed-term contract) (CHILDREN'S VILLAGE – ANURADHAPURA)

SOS Children's Villages Sri Lanka is seeking a dynamic and dedicated **Administration Assistant** to support the efficient operation of our project office.

Key Responsibilities

- Assist with recruitment and orientation processes.
- Maintain employee records and personnel files.
- Monitor attendance, leave, and payroll inputs.
- Coordinate meetings and prepare meeting minutes.
- Handle correspondence, documentation, and office administration.
- Liaise with staff, visitors, and external stakeholders.
- Maintain confidentiality in all matters.

Requirements

- Diploma in Human Resources, Business Administration, or an equivalent qualification.
- Minimum 2 year of experience in a similar role.
- Knowledge of HR administrative procedures and office administration.
- Good computer literacy.
- Working knowledge of English.
- Strong organizational and communication skills.
- Ability to multitask and meet deadlines.

Please submit your applications on or before 8th October 2026

Preference will be given to candidates who live in proximity to Anuradhapura.

careers@soscvsrilanka.org

Please mention the position you apply in the subject line. Incomplete CV's would not be entertained.

HEAD OF HR & OD,

SOS CHILDREN'S VILLAGES SRI LANKA, P.O. BOX 05, PILIYANDALA



SOS Children's Villages Sri Lanka is committed to protecting its staff, programme participants and the communities we serve (both children and adults) from harm from child abuse, sexual harassment, exploitation, abuse and all other types of harm. Every individual who joins SOS Children's Villages Sri Lanka should understand his/her responsibility in ensuring a safeguarding environment. The highest standards of selection, recruitment and authentication procedures will be applied for all employment opportunities, including thorough background checking of referees and an annual criminal record certificate.