

# Administration Officer

**MDF** Market  
Development  
Facility

The **Market Development Facility (MDF)** – an Australian Government-supported initiative implemented by Cardno – invests in innovative businesses to stimulate economic growth in a number of countries across the Asia Pacific region. MDF is currently operational in Timor-Leste, Fiji and Pakistan and will be commencing operations in Sri Lanka.

MDF is currently seeking applications from suitably qualified candidates for the role of **Administration Officer** for the Colombo MDF Office. The Office Administrator will be responsible for the day-to-day administration of the office.

Selection criteria for the position is as follows:

- > Experience in the provision of administrative support to large projects or organisations, preferably for international development donors.
- > Strong working knowledge of MS Office programs.
- > Attention to detail and accuracy within all aspects of work.
- > A high degree of personal initiative, strong organisational skills and the ability to work with minimum supervision in a multi-cultural environment.
- > Qualifications and/ or a detailed understanding of Information Technology.
- > Completion of secondary education required. A Diploma or Bachelor Degree in an area relevant to the position would be preferred.
- > Excellent command of English, both verbal and written.

A competitive salary package will be offered to the preferred candidate in line with local labour laws.

Please email applications that address the core competencies and a current CV, quoting the relevant job title to the **recruitment@cardnoMDF.org**. Only shortlisted candidates will be contacted for an interview.

This position is open to Sri Lankan nationals and permanent residents with authority to live and work in Sri Lanka.

Cardno is an equal opportunity employer and is committed to Child Protection in all fields. Successful applicants may be required to provide a police clearance certificate.

**The deadline for submission of CVs / Expressions of Interest is close of business Wednesday 3 June 2015.**

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[www.cardno.com/emergingmarkets](http://www.cardno.com/emergingmarkets)

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