



## VACANCIES

### Embassy of Sri Lanka in Warsaw, Poland

The Embassy of Sri Lanka in Warsaw, Poland, is calling for applications for the following vacant position:

<b>Position</b>	<b>IT cum Trade and Tourism Promotion Assistant on contract basis</b>
<b>Eligibility</b>	Polish speaking/Polish nationals only between 25 - 40 years of age
<b>Qualifications and Experience</b>	Degree from a recognized University with a special focus on tourism and/or international trade Sound knowledge of first level IT support skills; website management and Microsoft Office Fluent in Polish and English languages with excellent communication and writing/drafting skills Previous professional experience in trade and tourism promotion work will be an added advantage
<b>Salary</b>	Negotiable

### **How to Apply:**

1. Interested candidates are kindly requested to forward a self-prepared application, along with an updated CV in English, along with certified copies of the degree certificate/s, Polish personal identification document, and a Police clearance report to the following postal address/E-mail:

Embassy of Sri Lanka, UL. CHORAGWI PANCERNEJ 8, 02-951 WARSAW, POLAND

[slemb.warsaw@mfa.gov.lk](mailto:slemb.warsaw@mfa.gov.lk)

2. The duly completed application should reach the Embassy of Sri Lanka on or before **15<sup>th</sup> September 2021**.
3. Shortlisted candidates will be called for an interview on a specific date decided by the Embassy.
4. Travel/ transport expenses will not be reimbursed for attending the interview.

Embassy of Sri Lanka  
Warsaw  
Poland