



## **JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) SRI LANKA OFFICE**

### **Recruitment of Office Administrator to support the Power System Planning Expert &**

### **Office Administrator to support the Market Design Expert**

JICA is an incorporated administrative agency of Japan's Official Development Assistance. JICA Sri Lanka office established in 1982 has implemented bi-lateral cooperation programme/projects in various sectors via its main modalities – loan, technical cooperation, grant aid, etc.

#### **Office Administrator to support the Power System Planning Expert**

Office Administrator requires to support the Power System Planning Expert who will implement a consultancy assignment to provide strategic direction to the National System Operator (NSO), and to advise the NSO by providing expert-level technical guidance and reports across several key areas of modernization and capacity building in collaboration with the senior engineers, policy makers, external consultants and donor agencies. The expected tasks for the Office Administrator are as follows,

Provide administrative and secretarial support to the Power System Planning Expert, including coordination with the NSO, ministries, and other organizations, managing confidential planning documents, facilitating timely data provision from key stakeholders, and assisting with meeting documentation and presentation preparation

Expected Duration for the assignment: from January 2026 to December 2026 on a contract basis

#### **Office Administrator to support the Market Design Expert**

Office Administrator requires to support the Market Design Expert who will implement a consultancy assignment to study and develop a strategic road map to establish the National Electricity Market (NEM) as proposed in the Electricity Act. The expected tasks for the Office Administrator are as follows,

Provide administrative and secretarial support to the Market Design Expert and the NSO, including managing office-related coordination with ministries and organizations, maintaining confidential documents related to the NEM, facilitating timely data provision from key stakeholders, and assisting with meeting documentation and presentation preparation.

Expected Duration for the assignment: from February 2026 to December 2026 on a contract basis

Detailed tasks are stipulated in the Terms of Reference enclosed in the Request for Quotation (RFQ).

The Office Administrator is required to fulfill the below qualifications:

#### **Mandatory qualifications:**

1. Diploma in secretariat / Graduate level or equivalent qualifications in International Relations, Development Studies, Administration or in related field.

2. More than 5 years' experience of office administration.

3. Fluency in English

#### **Preferred Qualifications:**

1. Experience in managing administrative aspects of the project and/ or programme supported by development agencies.

Interested applicants for this position are requested to contact the email addresses below to obtain RFQ for the Office Administrator.

● E-mail address [kumudu.sl@jica.go.jp](mailto:kumudu.sl@jica.go.jp) and [wickramasinghe-vindhya@jica.go.jp](mailto:wickramasinghe-vindhya@jica.go.jp) with title "Request for RFQ for Office Administrator for the Power System Planning Expert"

OR "Request for RFQ for Office Administrator for the Market Design Expert"

● Closing date and time for sharing the RFQ: 16:00 pm local time on January 6, 2026

● Closing date and time for Submission of CV: 16.00pm local time on January 12, 2026