



High Commission of Pakistan Colombo

Social Secretary-cum-Receptionist Required

The Pakistan High Commission in Colombo invites applications from suitable candidates for the position of **Female Social Secretary-cum-Receptionist**.

Position : Social Secretary-cum-Receptionist
Location : Pakistan High Commission, Colombo, Sri Lanka
Type : Full-time
Contract Duration : Initially one year, extendable based on performance

Key Responsibilities:

- Serve as the first point of contact for visitors and telephone callers.
- Manage the front desk, including receiving guests and handling general inquiries.
- Provide administrative support and assist in organizing official events, meetings and social functions.
- Liaise with local institutions and organizations as required.
- Maintain appointment schedules, records, and correspondence.
- Support the Mission in protocol, cultural, and public diplomacy-related activities.
- Maintain visitors record.

Required Qualifications and Skills:

- Advanced Level/ Preference will be given to Bachelor's Degree Holder.
- Excellent command of English, Sinhala & Tamil.
- Strong interpersonal, communication, and organizational skills.
- Proficient in MS Office (Word, Excel, Outlook).
- Well-groomed, professional demeanor with a courteous attitude.
- Age between 20-30 years.

Application Process:

Interested applicants may submit their detailed CVs along with certified copies of relevant academic and professional qualifications to:

Head of Chancery

High Commission of Pakistan, No. 42 & 44, Bullers Lane, Colombo-07

Subject : **Application for Social Secretary-cum-Receptionist**

Closing Date : **15 July 2025**

Only shortlisted candidates will be contacted.
