



VACANCY ANNOUNCEMENT

Ministry of Digital Economy - Data Protection Authority of Sri Lanka



The Data Protection Authority of Sri Lanka (DPA), established under the Personal Data Protection Act No. 9 of 2022, is now establishing its high-standard Secretariat. We are looking for operational support staff to assist and facilitate the discharging of duties by the managerial staff of the Authority. Applications are invited from Sri Lankan citizens for the following post.

POST OF OFFICE ASSISTANT

Area of Key Responsibilities

- a. Greet visitors and direct them to the appropriate officer(s) or divisions.
- b. Answer and direct phone calls in a professional manner.
- c. Assist with stores and supply, clerical tasks, including photocopying, scanning, filing, and data entry.
- d. Sort and distribute incoming mail and prepare outgoing mail for postage.
- e. Assist in coordinating office events and meetings, including arranging logistics and refreshments
- f. Keep the whole office area clean and organized.

Qualifications and Experience

- 1) Shall have passed six (06) subjects in G.C.E. Ordinary Level in not more than two (02) sittings with at least two (02) credits

Age: Age should be not less than 18 years and not more than 45 years.

REMUNERATION AND BENEFITS:

- a) Fixed-term contract initially for a period of three (03) years with entitlement to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).
- b) An attractive remuneration package along with other benefits, enjoyed by the fixed term employees of the Authority

OTHER REQUIREMENTS:

- a) Should be a citizen of Sri Lanka.
- b) Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- c) Should be of excellent moral character.
- d) Familiarity with the social media will provide an advantage.

GENERAL CONDITIONS

Age: limit will not apply to applicants from public corporation, statutory board, fully government owned company

Method of Selection – Suitable candidate will be selected based on one or more interviews. Appointments will be made purely in order of merit.

Closing Date for Applications – 18th May 2026

Secondment: Any eligible officer in public service seeking secondment to this position is responsible for coordinating with their line Ministry to release him/her from the service on secondment basis under the prevailing provisions specified by the Ministries in charge of Public Administration, Finance and other authorities. They should submit their applications through the Heads of the respective Ministries/ Departments/ institutions.

The secondment period is initially for one (01) year, and the renewals will be subject to the job holder's performance and other organizational requirements.

APPLICATIONS:

Eligible candidates are invited to send their Curriculum Vitae with names and contact information of non-related referees through the email hr@dpa.gov.lk on or before 18th May 2026.

The post applied for should be stated in the subject of the email.

Please note that only shortlisted candidates will be contacted.

You should not attach scanned copies of your certificates to your CV. The Authority will contact you, if your application is shortlisted.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification.

Chairman

Data Protection Authority of Sri Lanka

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