

UNIVERSITY OF RUHUNA
Operations Technical Secretariat (OTS)
Accelerating Higher Education Expansion and Development (AHEAD) Operation

VACANCIES for Post of TECHNICAL ASSISTANT

Applications are invited from qualified citizens of Sri Lanka for the above vacancy of the Operations Technical Secretariat (OTS), Accelerating Higher Education Expansion and Development (AHEAD) Operation, University of Ruhuna, Wellamadama, Matara.

Qualifications and Experience

The required qualifications and experience are as follows:

- Having passed the G.C.E. O/L examination in six (06) subjects with three (03) credits including English, Mathematics & Sinhala/Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 05 years of experience in accountancy & procurement **OR**
- Having passed the G.C.E. A/L examination in three (03) subjects with minimum 02 years of experience in Accountancy & Procurement.
- Recently passed out undergraduates from state/private Universities.
- Age limit between 18-35 years of age.

Work experience with foreign funded projects preferably World Bank would be an added qualification and can be considered for the above limits.

Professional Competencies Required

- High level of Proficiency in written and spoken English
- Proven ability to engage in duties related to **Finance and Procurement** in the University in accordance with the World Bank guidelines.
- Ability to function effectively in a team environment inspiring trust and cooperation with other team members.
- Excellent IT skills especially in the areas of MS Word, MS Excel, Email & Internet and Web Developing.

Remuneration

- A **maximum** monthly salary of **Rs. 50,000.00 + EPF + ETF (Rs. 57,500.00)** will be paid based on qualifications and performance.

Conditions of Service

This is a full-time position. Initially the Contract Appointment shall be for a period of **06 months** and **may be renewed based on the performance** and need during the Operation period.

Selected candidates if presently serving in a government Department/Corporation/Statutory Board will have to obtain his/her release through their respective employers. Government employees will not be entitled to maintain their pension rights whilst in the University service.

How to Apply

Any individual interested in the above mentioned post may send a self-prepared application with a CV, certified copies of educational certificates, professional certificates, etc., under registered cover, indicating the post applied for on the top left hand corner of the envelope, to reach the **Director, Operations Technical Secretariat, AHEAD Operation, University of Ruhuna, Wellamadama, Matara** on or before **20th February 2021** by post or by email to director.ots.ruh@gmail.com. Applications received after the closing date and incomplete applications will be rejected without intimation. The University reserves the right to short list the candidates, if necessary.

Director /OTS,
AHEAD Operation, University of Ruhuna, Matara
08th February 2021