



WAYAMBA UNIVERSITY OF SRI LANKA

VACANCIES

SENIOR ADMINISTRATIVE OFFICER

Applications are invited from suitably qualified candidates for the post of Senior Administrative Officer under World Bank Project "Accelerating Higher Education Expansion and Development (AHEAD) Project".

REQUIRED QUALIFICATIONS AND EXPERIENCE

- (i) A Bachelor's Degree which is recognized by the University Grants Commission, Sri Lanka
OR
- (ii) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 5 years' experience in the required area of specialization
OR
- (iii) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 10 years' experience in the required area of specialization.
OR
- (iv) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 15 years' experience in the required area of specialization.

AND

At least 3 years experience in finance, procurement, and administration related to funded projects, preferably in the university sector.

REQUIRED PROFESSIONAL COMPETENCIES

- Ability to assist staff in the Operations Technical Secretariat (OTS) and university system.
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds.
- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.
- High level of IT literacy, especially in the areas of Word, Excel, email and Internet.
- Work experience with World Bank funded or other higher education operations would be an added qualification.
- Proven ability to handle operation activities related to finance and procurement activities in the University in accordance with the World Bank and GOSL guidelines.
- Ability to communicate in English with the World Bank, MHEH, UGC, OMST and others.

REMUNERATION AND OTHER CONDITIONS

- A monthly payment of LKR 65,000.00 and applicable EPF and ETF will be paid.
- This is a full-time (contract basis) position. Initially the appointment shall be for a period of 12 months and may be renewed based on performance and need, during the period of AHEAD operation period.

APPLICATION SUBMISSION DETAILS

Only Sri Lankan citizens are eligible to apply for the post.

Duly prepared (SELF-PREPARED) along with certified copies of certificates should be sent under registered cover post to the **Registrar, Wayamba University of Sri Lanka, Lionel Jayathilake Mawatha, Kanadulla, Kuliypitiya 60200 on or before April 22nd, 2022.**

Your self-prepared application should include the following details; Name & Age, Contact details (Home address, phone, e-mail), Educational qualifications, Professional qualifications, Nature of the present employment (if any). Experience in working under World Bank funded projects or other projects, Experience in handling positions similar to this, Skills, Names and contact details of two non-related referees.

Registrar

Wayamba University of Sri Lanka

Kuliypitiya

30.03.2022