

VACANCY

TECHNICAL ASSISTANT / PROJECT ASSISTANT – AHEAD (ELTA-ELSE FACULTY GRANTS) WAYAMBA UNIVERSITY

The AHEAD operation of Wayamba University of Sri Lanka, invites applications from prospective candidates for the Post of **Technical Assistant / Project Assistant (Full Time)**, for the ELTA-ELSE Grants.

General Conditions:

- Should be a citizen of Sri Lanka.
- Age should be below 40 years on the date of application.

Required Qualifications and Experience:

- Pass in G.C.E. (A/L) examination in one sitting or higher qualification.
- A Degree from a University (UGC approved) is required for the post of Project Assistant.
- Work experience with World Bank funded Higher Education Operations would be an added qualification.

Professional Competencies Required:

- Higher level of proficiency in written and spoken English.
- Basic knowledge in Accounting, Finance and Procurement activities accordance with the World Bank Guidelines.
- High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- Ability to function effectively in a team environment inspiring trust and corporation of other team members.

Duties and Responsibilities:

- Maintaining all the documents related to the project such as procurement details etc., prepare reports such as monthly and quarterly progress reports.

Method of Recruitment:

- This is a full-time position.

Salary and Other Benefits:

- Gross Salary – For the post of Technical Assistant Rs. 32,800/=, for the post of Project Assistant Rs. 55,000/=.
Selected candidate will contribute 8% from their monthly salary to the Employee Provident Fund (EPF) while the AHEAD/ELTA-ELSE Grant will make a contribution of 15% of their salary of which 12% will be credited to Employee Provident Fund (EPF) and 3% to the Employee Trust Fund (ETF).

Applications and Particulars:

A self-made application along with the copies of all academic and professional qualifications and documents to prove the working experience shall be forwarded to the E-mail address saoots@wyb.ac.lk or under registered cover indicating **“TECHNICAL ASSISTANT / PROJECT ASSISTANT – FBSF”** on the top left hand corner of the envelope to reach the *Director/OTS, AHEAD Operation, New Administrative Building, Sir Lionel Jayathilake Mawatha, Kanadulla Road, Wayamba University of Sri Lanka, Kuliypitiya, 60200* on or before the **31st of May, 2022**.

Director/OTS - AHEAD Operation

Wayamba University of Sri Lanka, Kuliypitiya