



University of the Visual and Performing Arts

Operations Technical Secretariat (OTS)

Accelerating Higher Education Expansion and Development (AHEAD) Project

Vacancy

OTS SECRETARY

Applications are invited from suitably qualified candidates for the post of OTS Secretary for the OTS Office of the University.

Qualifications:

- i) Having passed the G.C.E (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 5 years' experience in the relevant field.

OR

- ii) A Chartered Secretary with at least 4 years' experience in the relevant field.

AND

Work experience with World Bank funded higher education Operations would be an added qualification.

Professional Competencies:

- High level of proficiency in written and spoken English.
- Proven ability to handle Operation activities related to Finance and Procurement activities in the University in accordance with the World Bank guidelines.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- High level of IT literacy, especially in the areas of Word, Excel, email and Internet.
- Ability to communicate effectively orally in Sinhala or Tamil.
- Ability to Communicate in English with the World Bank, MHEH, UGC, OMST and others.

Method of Recruitment:

This is a full-time position. Initially the Contract Appointment shall be for a period of 12 months and may be renewed based on the performance during the Operation period.

Salary:

A monthly payment of **LKR 55,000** and applicable EPF, ETF and statutory allowances will be paid.

Instructions for Apply:

01. Duly completed curriculum-vitae should be sent to the director.ots@vpa.ac.lk , **Director/ OTS, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07** on or before **24.06.2022 at 4.00 p.m.** As the Title, the post applied for should be mentioned on the email.
02. Scan copies of all relevant certificates including certificates of experience should be attached to the email.

Director/OTS

University of the Visual and Performing Arts

17.06.2022