

Vacancy for Post of Project Assistant

📅 June 8, 2022 👤 Rjt664 💬 0

ELTA-ELSE Faculty Development Project under Accelerating Higher Education Expansion and Development (AHEAD)

Faculty of Agriculture

Rajarata University of Sri Lanka

The Faculty of Agriculture, Rajarata University of Sri Lanka wishes to invite suitably qualified persons to appear at the **Walk-in-Interview** for the post of Project Assistant (on assignment basis) who will assist in the managing foreign-funded project and perform effectively in achieving the targets during a specified time. The project focuses at the enhancing teaching, learning and assessment strategies of the internal degree programs of the Faculty. Key activities of the project include teaching and learning, infrastructure development, workshops, trainings and the other value addition activities.

Duties and Responsibilities

Under the supervision of the Director, OTS of the University and the Project Coordinator, the Project Assistant will carry out the following tasks:

- Assist the Project Coordinator in the overall implementation of the project
- Assist the Project Coordinator in overseeing the activities of the consultants and activity coordinators.
- Assist the Project Coordinator in convening and reporting periodically on the status of the project to the OTS and AHEAD Operation
- Assist the Project Coordinator in monitoring the progress of the project
- Assist the Project Coordinator in monitoring of the procurement of goods and works
- Perform other duties of similar nature assigned by the OTS Director, Project Coordinator and Activity Coordinators.

General Conditions

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

Required Qualifications and Experience

- A university degree of any field.
- 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
- 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.

Selection Interview and Particulars

- Interview will be held on **24th June 2022** at 10.00am at the Board Room of the Faculty of Agriculture, Rajarata University of Sri Lanka
- Prospective candidates should produce following documents at the interview.

- National Identity Card
- Academic certificate/s
- Professional/service certificate/s
- Other relevant documents

Method of Recruitment

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

Remuneration

An all-inclusive payment of LKR 50,000.00 per month.

Prof.N.S.Abeysingha

Project Coordinator (ELTA-ELSE)

Faculty of Agriculture

Rajarata University of Sri Lanka