

Technical Assistant (Full Time - Task Based)

Post of Technical Assistant (Full Time - Task Based)

Applications are invited from qualified citizens of Sri Lanka for the above vacancy of the Accelerating Higher Education Expansion and Development (AHEAD) - ICE project of the Department of Physics, University of Ruhuna, Matara.

Eligibility Criteria:

The required qualifications are as follows:

- Ø Minimum qualification is three passes at G.C.E. Advanced Level in Physical Science stream.
- Ø Age limit is between 19 - 24 years.
- Ø Experiences in purchasing and document handling are an added advantage.

Professional Competencies required:

- Ø Computer literate and IT skills, especially in MS Word, MS Excel, Email and Internet.
- Ø Strong communication skills, negotiating skills and good interpersonal skills.
- Ø Proficiency in English writing.
- Ø Ability to function effectively in a team environment, inspiring trust and cooperation with other team members.
- Ø Ability to work efficiently and meet deadlines.
- Ø Ability to work on weekends as well whenever necessary.

Key Responsibilities:

- Ø Prepare documents related to the project (letters, vouchers, and other important documents etc.).
- Ø Prepare specifications for purchasing goods.
- Ø Purchase consumables which are necessary for the continuation of the project.
- Ø Support the research team to successful completion of the project.
- Ø Coordinate the procurement, commercialization and Intellectual Property related activities of the project.

Remuneration: An all-inclusive monthly allowance of 40,000 LKR per month. Payments will be made upon submission of the time sheet and attendance with the approval of the Project Coordinator.

Duration: Three months (from 01st of July 2022 to 30th of September 2022)

How to apply: Send a self-prepared application with a recent CV, certified copies of educational certificates, professional certificates, etc., in PDF format on or before June 28, 2022, only by email to the Project Coordinator, desilva@phy.ruh.ac.lk (mailto:desilva@phy.ruh.ac.lk). Applications will be received after the closing date, and incomplete applications will be rejected without intimation.

University reserves the right to call only the shortlisted candidates for the interview and to postpone/cancel the recruitment if necessary.

Dr. W.M.K. De Silva

Coordinator/AHEAD-ICE Project

Department of Physics

Faculty of Science

University of Ruhuna

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