

**Operations Technical Secretariat (OTS)  
Accelerating Higher Education Expansion and Development (AHEAD) Project**

**RAJARATA UNIVERSITY OF SRI LANKA, MIHINTALE**

**VACANCY  
SENIOR ADMINISTRATIVE OFFICER (01 post)**

AHEAD is a World Bank supported operation to expand enrolment of undergraduate in priority disciplines, improve the quality of degree programs and promote research and innovation in the higher education sector.

The Rajarata University of Sri Lanka will entertain applications for the under mentioned posts from suitably qualified persons for the Operations Technical Secretariat (OTS) of the Accelerating Higher Education Expansion and Development (AHEAD) project of the University.

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

- i. A Bachelor's degree in the relevant field which is recognized by the UGC.
- 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.
- iii. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 06, 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.
- iv. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 05, 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 work experience in relevant fields. Preference will be given to the applicants who have experience in the fields of administration, procurements and finance.

**PROFESSIONAL COMPETENCIES REQUIRED**

- Ability to assist staff in the 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.
- Computer literacy.

## **REMUNERATION AND OTHER CONDITIONS**

- A monthly payment of Rs. 65,000.00, cost of living allowance Rs. 7,800.00 and applicable EPF and ETF will be paid.
- This appointment is a fulltime (contract basis) for a period of **06 Months** and may be renewed based on performance and need during the period of the operation.

## **CONDITIONS OF SERVICE**

Selected candidates if presently serving in a government Department/ Corporations/ Statutory Boards will have to obtain his/ her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the university service.

## **HOW TO APPLY**

A self-prepared application that includes Bio Data along with the scan copies of certificates of applicant and the names and address of two non-related referees should be sent by email to **careersaheadrusl@gmail.com** on or before **21 November 2022** Shortlisted applicants will be called for an interview to check the qualifications and will be recruited based on the results of the interview.

Applications received after the closing date and incomplete applications will be rejected without information. The University reserves the right to short list the candidates, if necessary.

**Director**  
**Operations Technical Secretariat (OTS)**  
**AHEAD Project**  
**Rajarata University of Sri Lanka, Mihintale**