

Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sector through a Bank Funded Accelerating Higher Education Expansion and Development (AHEAD) operation and intend to apply part of the proceeds of this loan, to make payment under the contract of the post of the Project Assistant to be employed at ELTS-ELSE Grant of the **Faculty of Commerce and Management Studies** AHEAD Operation, University of Kelaniya.

We are seeking self-motivated and energetic person with perfect blend of below core competencies to join the project under the afore said grant. The ideal person possessing minimum educational qualification of GCE A/L of commerce stream with credit passes in English and Mathematics at GCE O/L (the applicants those who have with higher academic and professional qualification will be given priority) with minimum of one-year work experience in secretarial or project administration, are encouraged to apply. Selection of appointee will be made through a structured interview and the appointment will be made only for 03 (three) months.

Ability to carry out the key tasks effectively and efficiently

Ability to interact with senior academic and administrative staff in the university

Ability to function effectively in a team environment, inspiring trust and cooperation with strong communication, and good interpersonal relations.

This post carries a maximum gross salary of Rs 55,000.00 per month all-inclusive subject to 8% of EPF deduction while project shall be contributing another 15% of the gross salary on behalf of the appointee towards EPF (12%) and ETF (3%) as per labour law of Sri Lanka. However, the actual salary payable to a successful candidate will be determined by qualifications, work experience and interview performance.

Interested persons are kindly invited to **email** their CV and other relevant information to ots@kln.ac.lk with a cover letter addressed to below, on or before 12.00 noon of 04.01.2023 (CV **will not be entertained by Post**).

Director

Accelerating Higher Education Expansion and Development (AHEAD) Operation

Operation Technical Secretariat

02rd Floor, F 15 Building, Dalugama

University of Kelaniya, Sri Lanka

29.12.2022