

## **Project Coordinator (Contract Basis)**

### **Qualifications**

Should possess a Bachelor's Degree in the field of Accounting/Business administration/Business Management/Commerce which is recognized by the University Grants Commission of Sri Lanka.

and

Should possess a Master's Degree in the field of Biological/ Physical science

and

More than 05 years of managerial-level experience in a relevant field

with

Fluent in English (writing and Speaking)

Computer literacy (Word, Excel, PowerPoint internet skills and internet usage)

Teamwork

Experience in working with foreign agencies and delegates

Additional education in Science background would be an added advantage

**Age:** Age should be not less than 30 years and not more than 55 years

**Driving License:** Should have a valid Driving License

### **Terms and Reference (TOR) for Project Co-Ordinator.**

- Act as a financial focal point ensuring the handling of all procurement procedures, maintaining project accounts, and ensuring the project funds are used for the proper purposes, proper activities, and with efficiency and transparency under the university's direction.
- Initiate procurement actions in time as per the work plan
- Preparing schedules for the project tasks specified in the yearly work plans to ensure the timely completion of each task.
- Coordination with the donor agency, inter agencies, other stakeholders, and Korean delegates with the direction of the Vice Chancellor, Project Director, and Head of the Department in Coastal and Marine Resources Management.
- Organizing the educational programs through the marine education center/hub in the university with the government and international schools in the country.
- Obtaining and maintaining project reports and minutes of the meetings.
- Assist local and international travel for the project staff as required.
- Undertakes any other task as requested by the Vice-chancellor of the University to achieve the project objectives.

**Salary** -Negotiable

**Location**- Colombo, Head Office

# OCEAN UNIVERSITY OF SRI LANKA

## APPLICATION FOR THE POST OF PROJECT COORDINATOR

### 1. Personal Information

1.1 Full Name .....

1.2 Name with Initial/s .....  
(Whether Mr./Mrs./Miss.)

1.3 a) Address

i. Permanent .....

ii. Private .....

b. Telephone Number (i) Land ..... (ii) Mobile .....

c. Fax Number (if, any) .....

d. Email Address (if, any).....

1.4 Date of birth ..... 1.5 Age .....

1.6 Sex ..... 1.7 Civil Status .....

1.8 National Identity Card No.....

### 2. Educational Record

Educational Qualification (University Education – Degrees, Diploma, etc.) Professional Qualification (Computer, Finance.....etc.) (Attach copies of relevant documents)

<b>Course Detail (Name of Institute, Name of Course)</b>	<b>From</b>	<b>To</b>	<b>Course followed (with subjects)</b>	<b>Date of final Examination (Give class or grade)</b>

### 3. Working Experience

3.1.

a) Present occupation: .....

i) Designation: .....

ii) Date of appointment:.....

iii) Department / Institution and its address:.....

.....

iv) Nature of Appointment: Permanent / Contract / Temporary / Casual / .....

v) Salary scale: vi)

Present salary:

a) Basic: .....

b) Allowance: .....

b) All previous appointments including those under training, if any, with dates:

<b>Institution/Department</b>	<b>Post</b>	<b>From</b>	<b>To</b>	<b>Salary Scale</b>	<b>Job Description/ Designation</b>

3.2. Where a period of experience is a requirement for the post applied, state the period of such experience. (Attach copies of experience letters)

- i).....
- ii).....
- iii).....
- iv).....
- v).....

3.3 If your service in a government Department or a Corporation were terminated, give reasons.

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**4.Extra-Curricular Activities**

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**5. Other relevant Particulars**

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**06.** Language skills (indicate the level of your proficiency in the appropriate cage using one of the following letters A, B, C, and D as given below):

Language	Reading	Writing	Conversation
Sinhala			
English			

- A- Fully Competent
- B- Moderately Competent
- C- Can Manage with Difficulty
- D- Not Competent

**07. Name and address of two Non-related referees**

1. Name:.....  
TP No:.....
2. Name:.....

TP No: .....

I do hereby certify that all particulars stated by me in this application are true and accurate, I am aware that if any of the particulars are found to be false or inaccurate prior to my selection my application will be rejected and that if particulars are found to be false or inaccurate after my selection. I will be dismissed from service without compensation.

Date : .....

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Signature of applicant

If the applicant is an employee in a Government / Corporation / Statuary Board this section should be filled by such Head of the Department / Institution.

The applicant will / will not be released if selected for appointment.

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Head of Institution

Name :.....

Designation :.....

Date :.....