



MINISTRY OF HIGHER EDUCATION, TECHNOLOGY & INNOVATIONS

WAYAMBA UNIVERSITY TOWNSHIP DEVELOPMENT PROJECT

Applications are invited from qualified citizens of Sri Lanka for the below mentioned posts of Wayamba University Township Development Project implemented by the Ministry of Higher Education, Technology & Innovations funded by the Government of Saudi Arabia. This project has been established as a Project Management Unit in conformity with the provisions of the Circular No. 01/2019 dated 05.03.2019 and relevant amendments issued by the Department of Management Services, and the total value of the estimated cost is Rs. 4,077 million, approximately.

<u>Designation</u>	<u>Number of Posts</u>	<u>Salary Level</u>
Project Accountant	01	PS 4
Internal Auditor	01	PS 4
Project Secretary	01	PS 6
Management Assistant	02	} As per the Management Circular 01/2019
Procurement Assistant	01	

The basic qualifications required for the recruitment to above posts and general conditions are as follows:

Required Qualifications for each Post

1. Project Accountant, Internal Auditor (PS 4)

Minimum Qualifications & Experience (1) or (2) below:

(1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission

or

A qualification recognized by the University Grants Commission as an equivalent qualification to the Degree in the relevant field

or

An associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field

with

at least six years post qualifying experience in the relevant field.

(2) An Officer of the Government all island services Class III/II or above or similar status in the relevant field

with

at least six years of experience in Class III/II post.

2. Project Secretary (PS 6)

Minimum Qualifications & Experience (1) or (2) below:

(1) Having passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language.

with

A secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary.

with

Minimum 03 years of experience in relevant field.

(2) A Chartered Secretary with 02 years of experience in relevant field.

3. Management Assistant / Procurement Assistant

Minimum Qualifications & Experience:

Pass in three (03) subjects in G.C.E. (A/L) and pass in six (06) subjects in G.C.E. (O/L) in one sitting with four credit passes including Sinhala / Tamil, Mathematics and English.

❖ Two years working experience in foreign funded project is considered as a special qualification.

General Conditions

1. It is compulsory to fulfill all the qualifications relevant to post by each applicant on or before the date of calling applications.
2. **Age Limit:** Be less than 64 years of age.
3. **Salary:**
Salary and other allowances entitled in terms of the Circular No. 01/2019 dated 05.03.2019 or public administration circular number 02/2016 and relevant amendments.
4. **Service Conditions:**
Will be appointed to one-year duration on contract basis. It will be considered to extend that period annually for a maximum of two more years considering the performance and the service requirement.
5. **Other Benefits:**
For the Employees' Provident Fund, the employee will make 8% contribution and the employer will make 12% contribution and the employer will contribute 3% for the Employees' Trust Fund.
6. Location of the Project Office at Kuliypitiya.

The self-made application mentioning complete details on qualifications, experience and other relevant details together with the names of two non-related referees should be sent by the Registered Post or by hand to the **Project Director, Wayamba University Township Development Project, No. 7/88, Jayanthi Mawatha, Kuliypitiya on or before 13.07.2020**. It is required to mention the post which you are applying for on the top left-hand corner of the envelope.

Project Director

**Wayamba University Township Development Project
Ministry of Higher Education, Technology & Innovations**

22.06.2020