

Vacancy for the Post of Project Assistant **Faculty of Management, Uva Wellassa University**

A vacancy for the Post of Project Assistant for ELTA-ELSE Faculty DP AHEAD project is available at the Faculty of Management for immediate recruitment on Contract Basis for One and half years(The contract period for the above post is renewable annually depend on the performance and requirement).

Attractive remuneration package of Rs. 57,500/= including ETF and EPF per month.

Qualifications:

Candidates should have a Bachelor's Degree in Management/ Commerce/ Economics/ Statistics or a related discipline from a recognized university with hands-on-experience in managing multiple tasks.

General Conditions:

Age should be 30 or below on the date of application.

Key Tasks

- Assist the project coordinator and the team
- Handling procurement and financial activities of the project
- Maintaining records and provide timely analytical information
- Carry out all office works and activities of works coordination and supervision
- Any other task-related and exceptionally be required to ensure the smooth operation of the project

Required Qualification

- Bachelor's Degree in Management/ Commerce/ Economics or Statistics
- Commitment to long working hours (if necessary weekends/ holidays)
- Confident and Communication Skills
- IT Skills (Specially in MS Excel)
- English Language Proficiency
- Sound Analytical Skills
- Excellence in handling multiple concurrent tasks
- Experience with similar projects are more preferred

Mode of Selection

Self-prepared application along with detailed CV including academic and professional qualifications should be emailed to imalif@uwu.ac.lk on or before 23rd September 2020 (indicate the subject as "Vacancy for the Post of Project Assistant"). Short-listed candidates will be called for the walk-in-Interview. The University reserves the right to shortlist the candidates. Applications, which do not meet the requirement and applications received after the closing date, will be rejected without intimation.

Contact, Prof. P.I.N. Fernando (Coordinator of the ELTA-ELSE Faculty DP) for further details.

Project Coordinator

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