

Vacancy for the Post of Project Assistant
Department of Computer Science & Informatics and Department of Science & Technology,
Faculty of Applied Sciences, UvaWellassa University

A vacancy for the Post of Project Assistant for ELTA-ELSE Department DP AHEAD project is available for immediate recruitment on Contract Basis for one year (Depending on the performance contract will be renewed up to two years)

Remuneration package Rs.39905/= including ETF and EPF per month.

General Conditions:

Age should be 35 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 work 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 Science /Computer Science/ Industrial Information Systems /
Information Technology/Management/ Commerce/ Economics
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 shall be emailed to fasahead@uwu.ac.lk on or before **September 21, 2020** (mention email subject as **Vacancy for the Post of Project Assistant**). Short-listed candidates will be called for the walking-in-Interview. The University reserve the right to shortlist the candidates. Applications, which do not meet the requirements, and applications that reach after the closing date, will be rejected without intimation.

Project Coordinators

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