

**Operations Technical Secretariat (OTS)
Accelerating Higher Education Expansion and Development (AHEAD) project
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

VACANCY

Post of Technical Assistant (01 post) - Temporary

The Sabaragamuwa University of Sri Lanka will entertain applications for the under mentioned post from suitably qualified persons for the Operations Technical Secretariat (OTS) of the Accelerating Higher Education Expansion and Development (AHEAD) project of the University.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The required qualifications and experience are as follows.

- General/Special obtained degree in any field of studies from a recognizes university
- Work experience with foreign funded projects preferably World Bank would be added qualification.

PROFESSIONAL COMPITENCIES REQUIRED

- Proficiency in written and spoken English
- Ability to handle operation activities related to Finance and Procurement.
- Ability to function effectively in a team environment inspiring trust and corporation other team members.
- Satisfactory level of IT literacy, specially in the areas of Word, Excel, Email and Internet.

CONDITIONS OF SERVICE:

Selected candidates if presently serving in a government Department/ Corporations/Statutory Boards will have to obtain his/her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the University service. This appointment is on contractual basis. On the performance of the service of the employee, the contract can be extended according to the requirements until the project ends.

REMUNERATION:

Salary is negotiable.

HOW TO APPLY:

Self prepared applications should be sent with certified copies of educational certificates, professional certificates, etc., under registered cover, indicating the post applied for on the top left hand corner of the envelope, to reach the Director /OTS, AHAED Project Sabaragamuwa University of Sri Lanka on or before 08.09.2020.

Applications received after the closing date and incomplete applications will be rejected without intimation. The University reserves the right to short list the candidates, if necessary.

Director /OTS
AHAED Project
Sabaragamuwa University of Sri Lanka