

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

**VACANCY**

**Post of Technical Assistant (01 post)**

The Sabaragamuwa University of Sri Lanka will entertain applications for the under mentioned post from suitably qualified persons up to 30<sup>th</sup> August 2019 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.

- Having passed the GCE O/L examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language.
- Having passed the GCE A/L examination in three (3) subjects with three (3) passes.
- Having at least one year experience in the fields of Accountancy and Procurement.

Work experience with foreign funded projects preferably World Bank would be added qualification.

**PROFESSIONAL COMPETENCIES 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.

**REMUNERATION**

- A monthly salary of LKR 50,000/- and applicable EPF and ETF will be paid.

**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 and initially for a period of one year. On the performance of the service of the employee, the contract can be extended annually until the project ends.

**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 30<sup>th</sup> August 2019.

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