



UNIVERSITY OF RUHUNA

VACANCIES

Applications are invited from suitably qualified candidates for the following posts under World Bank Project - Accelerating Higher Education Expansion and Development (AHEAD) Program.

SENIOR ADMINISTRATIVE OFFICER, OPERATIONS TECHNICAL SECRETARIATS (OTS)-AHEAD (01 Post)

REQUIRED QUALIFICATIONS AND EXPERIENCE

- i. A Bachelor's degree in the relevant field which is recognized by the UGC
OR
- ii. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 5 years' experience in the required area of specialization
- iii. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 10 years' experience in the required area of specialization
- iv. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 15 years' experience in the required area of specialization.

AND

At least 3 years of work experience in similar projects.

REQUIRED PROFESSIONAL COMPETENCIES

- Ability to assist staff in the OTS and university system ,
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds,
- Ability to work efficiently, and to meet deadlines,
- Strong communication and good interpersonal relations,
- Ability to speak, read and write fluent English, and assist in the production of project reports in English, and
- Computer literate.

REMUNERATION AND OTHER CONDITIONS

- A monthly payment of LKR 65,000 and applicable EPF and ETF will be paid.
- This appointment is fulltime (contract basis) for a period of 12 months and may be renewed based on performance.

SECRETARY, OPERATIONS TECHNICAL SECRETARIATS (OTS)- AHEAD (01 Post)

REQUIRED QUALIFICATIONS AND EXPERIENCE

- i. 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 5 years' experience in the relevant field.

OR

- ii. A Chartered Secretary with at least 4 years' experience in the relevant field.

AND

Work experience with World Bank funded higher education operations would be an added qualification.

REQUIRED PROFESSIONAL COMPETENCIES

- High level of proficiency in written and spoken English.
- Proven ability to handle Operation activities related to Finance and Procurement activities in the University of Ruhuna in accordance with the World Bank guidelines.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- High level of IT literacy, especially in the areas of Word, Excel, email and the Internet

REMUNERATION AND OTHER CONDITIONS

- A monthly payment of LKR 46,000 and applicable EPF and ETF will be paid.
- This appointment is fulltime (contract basis) for a period of 12 months and may be renewed based on performance.

APPLICATION FORMS AND OTHER DETAILS:

Only Sri Lankan Citizens are eligible to apply for the above posts.

Application forms could be downloaded from University Website (www.ruh.ac.lk.) or can be obtained from the Senior Assistant Registrar (Non Academic Establishments) by a sending self-addressed stamped envelope 22 cm x 10 cm in size during work hours up to **25.05.2018.**

The title of the post should be indicated on the top, left hand corner of the envelope. Applications which do not confirm to these requirements, incomplete applications and applications received after the closing date will be rejected without intimation.

Candidates from Public Service/Corporations/Statutory Boards should submit their applications through the relevant Heads of Departments/Corporations/Boards.

Duly completed application forms should be sent under registered cover to the Senior Assistant Registrar (Non Academic Establishments), University of Ruhuna, Wellamadama, Matara on or before **25.05.2018.**

**Vice Chancellor
University of Ruhuna
Matara.**