



## **NOTICE OF VACANCY**

### **AHEAD PROJECT – DEPARTMENT OF PUBLIC POLICY, UNIVERSITY OF RUHUNA**

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position of AHEAD Project at the Department of Public Policy, University of Ruhuna.

- **Post of Project Administrative Assistant (Full time)**

#### **Responsibilities**

- Assist the Project Coordinator and Activity Coordinators for timely reporting of physical, procurement and financial progress to OMST through Director/OTS-University of Ruhuna.
- Assist the Project Coordinator and Activity Coordinators in the procurement activities, in the following areas:
  - i) Preparation of documents pertaining to procurement of goods, equipment, services, works and consultancy services.
  - ii) Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required.
  - iii) Preparation of accurate, analytical and timely financial reports and maintaining proper financial records for all operation expenses
  - iv) Maintaining an efficient filing system
- Assist the Project Coordinator and Activity Coordinators on the overall implementation of AHEAD activities at the Department

#### **Qualifications**

- A Bachelor's degree in the relevant field which is recognized by the UGC.  
Or
- Having passed the G.C.E (A/L) examination in three (3) subjects with two (2) credit passes with one year work experience in a project assistant post.  
And
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.



- Ability to function effectively in a team environment inspiring trust and cooperation of other members.
- High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- Ability to work efficiently, and to meet deadlines.

### **Remuneration**

A monthly payment of LKR 45,000 and applicable EPF and ETF. Payments will be made based on approval by the Project Coordinator/AHEAD.

### **Condition of Contracts**

This is a full-time position. Initially the Contract Appointment shall be for a period of 12 months and may be renewed based on performance. The selected person will become a contributor to the Employees Provident Fund and the Employees Trust Fund. A 10% of the monthly earnings will have to be contributed to the EPF monthly by the employee and in turn the employer will contribute a sum equal to 15% and 3% of the monthly earnings of the employee to the EPF & ETF respectively.

Interested candidates have to submit their curriculum vitae along with copies of their Birth Certificate, Educational Certificates and any other relevant certificates together with a Referee Report to reach the Project Coordinator, AHEAD Project, Department of Public Policy, University of Ruhuna, Matara **on or before 20<sup>th</sup> January 2020.**

I. Renuka Priyantha  
Project Coordinator,  
AHEAD Project,  
Department of Public Policy  
06th January 2020