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 20th January 2020.**

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