

# **VACANCIES**

**Post of Research Assistant (Full time)**

**AHEAD ELTA-ELSE DP**

**Faculty of Science, University of Ruhuna, Matara**

## **1. KEY TASKS**

- Task 1: Compile and update the activities of PAT of the ELTA- ELSE grant
- Task 2: Prepare schedules for relevant activities in procurement plan for Goods, works and OVAA
- Task 3: Generate reports, store completed work in designated locations and perform backup operations

## **2. REMUNERATION**

A monthly allowance of Rs. 55,000.00 (with EPF/ETF) will be paid subject to satisfactory performance. Payments will be made upon submission of the time sheet and attendance with the approval of Project Coordinator.

## **3. REQUIRED QUALIFICATIONS & EXPERIENCE**

- Basic Degree in Science or Management
- Computer literacy skills with typing
- Documentation skills

## **4. METHOD OF APPOINTMENT**

- Initially the appointment will be made for a period of 12 months and may be renewed based on performance during the period of the ELTA-ELSE DP of the faculty of Science

## **5. REQUIRED PROFESSIONAL COMPETENCIES**

- ability to carry out the key tasks effectively and efficiently
- ability to interact with senior academic and administrative staff in the university

- ability to function effectively in a team environment inspiring trust and cooperation of other team members
- ability to work efficiently, and to meet deadlines
- strong communication, negotiating skills and good interpersonal relations
- ability to speak, read and write fluent English, and assist in the production of project reports in English.
- Computer literate

## 6.. REPORTING OBLIGATIONS

- Attendance
  - Monthly updating of the PAT for the project assistant
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- Please send an application including CV, names and contact information of two unrelated referees.
  - Please write “Application for Research Assistant” on the top left hand corner of the envelop and address it to Prof H.C.E. Wegiriya, Department of Zoology, Faculty of Science, University of Ruhuna, Matara.
  - Soft copy of the application should reach hemantha@zoo.ruh.ac.lk on or before the deadline.
  - **Application Closing Date: 25/06/2019**