



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.

POST - SENIOR ADMINISTRATIVE OFFICER, OPERATIONS TECHNICAL SECRETARIATS (OTS), UNIVERSITY OF RUHUNA

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 work experience, as relevant for the amount of AHEAD funds in a university.

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.
- Payments will be made by the University upon the approval by the Director/ OTS of the University of Ruhuna and reimbursed by the OMST.

APPLICATION FORMS AND OTHER DETAILS:

Application forms can be downloaded from University Website (www.ruh.ac.lk.) or from the addressed stamped envelope 22 cm x 10 cm in size or personally calling over at the Office of Senior Assistant Registrar (Non Academic Establishments) during work hours up to **25.02.2019**

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

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 **07.03.2019**.

**Vice Chancellor
University of Ruhuna
Matara.**