

## **Notice**

### **Walk-in Interview**

#### **Post of Project Secretary /Operational Technical Secretariat HETC Project, University of Ruhuna**

The OTS Office of the University of Ruhuna intends to recruit a suitable person for the above post on contract basis. The required qualifications and experience and professional competencies are as follows:

##### **Required Qualification and Experience:**

1. A Bachelor's degree in Management or in a relevant field OR Corporate Membership of a recognized Institution in a relevant field. Experience in the required area of specialization is preferred.
2. Work experience foreign funded projects would be an added qualification.

##### **Required Professional Competencies:**

1. High level of proficiency in written and spoken English.
2. Proven ability to handle project activities related to Finance and Procurement activities in the University accordance with World Bank guidance.
3. Ability to function effectively in team environment inspiring trust and corporation of other team members.
4. High level of IT literacy, especially in the areas of Word, Excel, email and Internet.
5. Ability to communicate effectively orally in Sinhala or Tamil.
6. Ability to Communicate in English with the World Bank, MHE, UGC, PPDU and others

The monthly allowance will be around Rs. 40,000.00. Initial appointment will be for a period of one year, which could be extended up to 2 years.

Intended candidates are requested to come for a **Walk-in Interview on Tuesday 11<sup>th</sup> February 2014 at 10.00am** to be held at the OTS office, University of Ruhuna, Matara. Please bring your CV and all other relevant documents.

For any further details call OTS office (0412232061) or E-mail [ots@admin.ruh.ac.lk](mailto:ots@admin.ruh.ac.lk).

Director/OTS  
HETC Project  
University of Ruhuna