



SOUTH EASTERN UNIVERSITY OF SRI LANKA

Accelerating Higher Education Expansion and Development (AHEAD) project

VACANCIES

The South Eastern University of Sri Lanka will entertain applications for the under mentioned posts from suitably qualified persons up to 03.07.2018 for the Operation of Technical Secretariat (OTS) of the of the University under the above project.

1. SENIOR ADMINISTRATIVE OFFICER (On Contract basis) (01 POST)

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 07, 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 06, 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 05, 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 works experience, as relevant for the amount of AHEAD funds in the University.

PROFESSIONAL COMPETENCIES REQUIRED

- 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.
- Computer literate.

REMUNERATION AND OTHER CONDITIONS

- A monthly payment of Rs. 65,000.00 and applicable EPF and ETF will be paid
- The appointment is a full time (contract basis) for a period of 12 months and may be renewed based on performance and need during the period of the Operation.

2. SECRETARY (On Contract basis)

– 01 POST

REQUIRED QUALIFICATIONS AND EXPERIENCE

- i. Having passed the G.C.E. (O/L) examination in the (06) subjects with three (3) credit passes including English and Sinhala / Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 5 years' experience in the relevant field.

OR

- ii. A Chartered Secretary with at least 4 years' experience in the relevant field.

AND

Work experience with World Bank funded higher Education Operations would be an added qualification

PROFESSIONAL COMPETENCIES REQUIRED

- High level of proficiency in written and spoken English
- Proven ability to handle Operation activities related to Finance and Procurement activities in the University in accordance with the World Bank guidelines
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- High level of IT literacy, especially in the areas of Word, Excel, email and internet
- Ability to communicate effectively orally in Sinhala or Tamil
- Ability to communicate in English with the World Bank, MHECA, UGC, OMST and others

REMUNERATION AND OTHER CONDITIONS

- A monthly payment of Rs.46,000.00 and applicable EPF and ETF will be paid
- The appointment is a full time (contract basis) for a period of 12 months and may be renewed based on performance during the Operation period

CONDITION OF SERVICE

Selected candidates if presently serving in a government Department / Corporations / Statutory Boards will have to obtain his/her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the University service.

HOW TO APPLY

Application forms can be either downloaded from the University web www.seu.ac.lk or obtainable from the Senior Asst. Registrar (Non Academic Establishments) of the University, by personally calling over the University.

Applicants from the Public Service / Corporation / Statuary Boards, should forward their applications through their respective Head.

Duly completed applications on prescribed forms together with certified copies of educational certificates & professional certificates & etc. should be sent under registered cover, indicating the post applied for on the top left hand corner of the envelope, to reach the **Senior Asst. Registrar (Non Academic Establishments), South Eastern University of Sri Lanka, P.O. Box – 01, University Park, Oluvil # 32360** on or before **03.07.2018**.

Applications received after the closing date and incomplete applications will be rejected without intimation. The University reserves the right to short list the candidates, if necessary.

Registrar
South Eastern University of Sri Lanka