



## **SOUTH EASTERN UNIVERSITY OF SRI LANKA**

### **Accelerating Higher Education Expansion and Development (AHEAD) project**

#### **WALK - IN – INTERVIEW**

#### **SECRETARY (On Contract basis)**

Suitable candidates are invited for a walk-in interview for the above post at the Operation of Technical Secretariat (OTS) of the University under the above project.

#### **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.

Interested candidates are requested to attend for a Walk In Interview on **07.01.2019** (Monday) at **11.00 a.m.** at the Board Room, Administrative Secretariat, South Eastern University of Sri Lanka, University Park, Oluvil with a self-prepared application along with Curriculum Vitae, Original and Copies of Educational Certificates, Birth Certificate, National Identity Card and other relevant certificates.

**Director**  
**Operations Technical Secretariat**  
**AHEAD Operation**  
**South Eastern University of Sri Lanka**