



SOUTH EASTERN UNIVERSITY OF SRI LANKA

Accelerating Higher Education Expansion and Development (AHEAD) project

WALK - IN – INTERVIEW

Project Assistant (On Full Time Contract basis)

Prospective candidates are invited for a walk-in interview for the Post of **Project Assistant (On Full Time Contract Basis)** to be appointed for the ELTA-ELSE Grants.

GENERAL CONDITIONS:

- Should be a citizen of Sri Lanka.
- Age should be below 35 years on the date of interview.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- (i) Pass in G.C.E (A/L) examination in one sitting or higher qualification.

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.
- Basic knowledge in Accounting, Finance and Procurement Activities in accordance with the World Bank Guidelines.
- 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, MHEH, UGC, OMST and others.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.

REMUNERATION

Monthly Gross Salary - Rs. 46,000.00

Selected candidates will contribute 8% from their monthly salary to the Employee Provident Fund (EPF) while the AHEAD/ELTA-ELSE Grant will make a contribution of 15% of their salary of which 12% will be credited to Employee Provident Fund (EPF) and 3% to the Employee Trust Fund (ETF).

CONDITION OF SERVICE

This is a full-time position. Initially the Contract Appointment shall be for a period of 12 months and may be renewed based on performance, during the Operation period.

METHOD OF RECRUITMENT:

Interested candidates are requested to attend for a Walk In Interview on **13.03.2019** (Wednesday) at **10.00 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**