



SOUTH EASTERN UNIVERSITY OF SRI LANKA

Accelerating Higher Education Expansion and Development (AHEAD) project

WALK - IN – INTERVIEW

Project Assistant (On Full Time Contract basis)

DOR HEMS Grants – Faculty of Management and Commerce

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 DOR HEMS Grant – Faculty of Management and Commerce.

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) A Bachelor's degree from a University recognized by the UGC, preferably in Management.
- (ii) High level of proficiency in written and spoken English
- (iii) High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- (iv) Ability to communicate effectively, orally in Sinhala or Tamil. Ability to Communicate in English with the World Bank, MHEH, UGC, OMST and others.
- (v) Ability to function effectively in a team environment inspiring trust and cooperation of other team members and meet deadlines.

REMUNERATION

Monthly Gross Salary - Rs. 42,500.00

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 **20.01.2020** (Monday) at **02.30 p.m.** at the Board Room, Administrative Secretariat, South Eastern University of Sri Lanka, University Park, Oluvil with a self-prepared application using the form given 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**