



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.55,000.00 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 **30.12.2019** (Monday) at **02.00 p.m.** at the Board Room, Administrative Secretariat, South Eastern University of Sri Lanka, University Park, Oluvil with an 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