University of the Visual and Performing Arts

VACANCIES

The University of the Visual and Performing Arts call applications for the under mentioned posts until **30.11.2026.**

01. *Assistant Registrar (Legal and Documentation)*

Qualifications:

I. An Attorney at Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

OR

II An Attorney at Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

02. *Works Engineer (Civil) Grade III*

Qualifications for Works Engineer (Civil) Grade III

(a) Should have a B.Sc. Engineering Degree specializing in Civil Engineering from a University/ Higher Educational Institution recognized by the UGC and the Institution of Engineers Sri Lanka (IESL), and registered as an Associate Engineer or above at the Engineering Council of Sri Lanka (ECSL).

OR

(b) Should have a Bachelor of Engineering Technology (BET) Degree specializing in Civil Engineering Technology or Construction Technology from a University/ Higher Educational Institution recognized by the UGC with at least two (2) years of experience in civil Engineering works in a recognized establishment and registered as an Affiliate Engineer or above at the Engineering Council of Sri Lanka (ECSL).

OR

(c) Should have a National Diploma in Technology specializing in Civil Engineering or equivalent with at least seven (7) years of experience in civil Engineering works in a recognized establishment and registered as an Incorporated Engineer or above at the Engineering Council of Sri Lanka (ECSL).

Note : The in-plant training period shall not be counted for the period of experience.

03. *Project Manager – Construction Works*

Qualifications:

(a) Should possess a B.Sc. Engineering degree from a recognized university /HEI specializing in Civil Engineering

OR

Should possess a B.Sc. Engineering degree from a recognized university /HEI specializing in Quantity Surveying

OR

Equivalent professional qualifications recognized by the Institution of Engineers, Sri Lanka (IESL)

AND

(b) Possess a Corporate membership from a recognized Engineering Institute

OR

Possess a Corporate membership from a recognized Institute of Quantity Surveying

AND

(c) A minimum of 10 years of relevant experience in construction projects, handling contracts as well as managing direct labour.

Note: Preference will be given to those who have experience in Project Management.

04. *Career Guidance Counsellor (Grade II)*

Qualifications:

I. Holder of a Bachelor's Degree with first or second class from a recognized University /HEI with four (04) years experience in the field of student affairs.

II. Good command of communication skills in English.

Notes: (a) Preference will be given for those who have obtained postgraduate qualification in the area of Human Resources Management or Counselling and /or experience in career guidance activities.

(b) Age should be not less than 22 years and not more than 45 years of age on the closing date of the application.

05. *Assistant Network Manager (Grade II)*

Qualifications:

I. A first class or second class in the B.Sc Special Degree in Computer Science/Computer Engineering from a recognized University.

OR

II. (a) A Pass in the B.Sc Special Degree in Computer Science/Computer Engineering from a recognized University.

or

A first class or second class in the B.Sc General Degree with Computing as a subject component from a recognized University.

and

(b) One year experience in the field of Computing/ Networking.

OR

III. (a) A Pass in the B. Sc General Degree with Computing as a subject component from a recognized University.

or

A first or second class in the B.Sc General Degree (where Computing is not a subject component) from a recognized University.

and

(b) Two years experience in the relevant field of Computing/ Networking.

OR

IV. A pass in the B.Sc General Degree (where Computing is not a subject component) from a recognized University.

and

Three years experience in the field of Computing/ Networking

OR

V. Any other Degree

and

A Postgraduate Diploma in Computer Science/ Computer Technology from a recognized University.

and

One year experience in the field of Computing / Networking

OR

VI. 15 Years experience as a Computer Programmer in the University Service.

Note: Preference will be given to applicants who possess knowledge and professional experience in the following fields.

1. Networking, Linux Operating System, Database Management, and Learning Management Systems.

2. Experience in managing LAN, WAN, and wireless Networks, firewall configuration, VPN, IDS/IPS, and other security solutions, managing data centers and Cloud Network environments.
3. Hands-on experience with network monitoring and troubleshooting tools.
4. Familiarity with server virtualization (VMware) and Cloud Networking.
5. Knowledge of Cyber Security principles and practices, Data Protection, and Disaster Recovery Planning.

Salary Scales

Serial No	Post/s	Salary Scales
01	Assistant Registrar (Legal and Documentation)	U – EX 1 (II) Rs.85,305 – 3 x 2,020 - 91,365 (EB) 93,765; 12 x 2,400 - 122,565 p.m.
02	Works Engineer (Civil) Grade III	
03	Project Manager – Construction works	U – EX 2 (II) Rs.113,690 – 8 x 2,400; 8 x 2,940 - 156,410 p.m.
04	Career Guidance Counsellor (Grade II)	U – AS 2 (II) Rs.85,305 – 3 x 2,400 - 92,505 (EB) 94,905; 14 x 2,400 - 128,505 p.m.
05	Assistant Network Manager (Grade II)	

Other allowances as approved by the University Grants Commission will be paid, in addition to the above mentioned basic salary.

Method of Recruitment/ Selection:

Selection for posts No. 1 to 4 will be through a Structured Interview.

Selection for post No. 5 will be through an Aptitude Test followed by a Structured Interview. Cut of marks for the aptitude test will be 40 and candidates who have obtained above 40 marks will be call for the interview.

Applicants who have scored 40% marks or above at the structured interview will be eligible to be considered for selection, on merit basis.

Instructions for the Applicants

(1) **Only applications submitted in the prescribed format will be accepted.**

(2) **Candidates who wish to apply for more than one post should submit separate applications.**

(3) Certified photocopies of all relevant certificates including academic transcripts, service certificates, etc. should be attached to the application.

(4) Except for the post of Career Guidance Counsellor (Grade II) applicants age shall be not more than 45 years at the closing date of the applications. This age limit shall not be applied to those who are in the service of Government, Departments, Corporations, and Statutory Boards.

*The age limit of the Career Guidance Counsellor (Grade II) is mentioned above under the respective post.

(5) The position applied for should be clearly indicated on the top left corner of the envelope. Completed applications should be sent by **Registered post** to the following address **on or before 30.11.2026.**

Senior Assistant Registrar/Academic Establishment Division
University of the Visual and Performing Arts
No. 21, Albert Crescent
Colombo 07

(6) Candidates from Government Departments, Corporations and Statutory Boards must forward their applications through the Heads of the respective Institutions.

(7) Only shortlisted candidates will be called for an aptitude test and/or structured interview, as decided by the Council of the University. The Council reserves the authority to make final decisions regarding recruitments. Any form of canvassing will be considered as a disqualification to be considered for the post.

(8) Applications that do not fulfill the required qualifications and/or do not conform to the instructions given above and late submissions will be rejected.

Registrar
University of the Visual and Performing Arts