

**Operations Technical Secretariat (OTS)
Accelerating Higher Education Expansion and Development (AHEAD) Project
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

**POST OF SECRETARY (01 POST)
VACANCY**

The Sabaragamuwa University of Sri Lanka will entertain applications for the under mentioned posts from suitably qualified persons for the Operations Technical Secretariat (OTS) of the Accelerating Higher Education Expansion and Development (AHEAD) project of the University.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- i. Having passed the G.C.E. (O/L) examination in six (6) 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, cost of living allowance 7,800.00 and applicable EPF and ETF will be paid
- This appointment is a fulltime (contract basis) for a period of 12 months and may be renewed based on performance and need during the period of the operation.

CONDITIONS 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.

HOW TO APPLY:

Self-prepared applications should be sent with certified copies of educational certificates, professional certificates, etc., under registered cover, indicating the post applied for on the top left hand corner of the envelope, to reach the **Director /OTS, AHEAD Project Sabaragamuwa University of Sri Lanka P.O. Box - 02, Belihuloya** on or before **16th March 2022**.

Applications received after the closing date and incomplete applications will be rejected without intimation. The University reserves the right to short list the candidates, if necessary.

Director
Operations Technical Secretariat (OTS)
AHEAD Project
Sabaragamuwa University of Sri Lanka