UNIVERSITY OF COLOMBO
VACANCIES

The University of Colombo will entertain applications from suitably qualified persons for the following posts up to the **22ⁿᵈ March 2025**.

<u>**TEMPORARY POSTS:**</u>

SYSTEM ADMINISTRATOR (ON CONTRACT)
https://forms.gle/dFWY91aGpXgDBusu9

The handout and instructions for completing the application process can be obtained by visiting the University website. (https://cmb.ac.lk/vacancies)**.**

All applications should be submitted by filling out the Google Form under the relevant link.

It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the Candidate. Any alterations made to the original document and non-submission of the hard copy of the original PDF document cause disqualification from the selection process. If the prospective candidate is currently employed at a higher educational institution, government department, or government corporation, the recommendation of the head of the institution shall also be included in the application.

Additionally certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates are also required to be enclosed to the said complete application and be forwarded the same under the registered post & e-mail (**recruit@ace.cmb.ac.lk**) to the **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the deadline.

The application ID and the post applied for should be indicated on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

Registrar,
University of Colombo
94, Cumaratunga Munidasa Mawatha, Colombo 3.
7ᵗʰ March 2025

UNIVERSITY OF COLOMBO

POST OF SYSTEM ADMINISTRATOR
(ON CONTRACT)
NETWORK OPERATIONS CENTRE (NOC)

The University of Colombo will entertain applications from suitably qualified persons for the above post up to **22nd March 2025**

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILLS:

(a) Bachelor of Science / Technology Degree in Computer Science, Information Communication Technology, Business Information Systems **or**, Physical Science with Information Technology or Computer Science offered as a subject from a UGC recognized University.

(b) Prior experience in ERP administration, customization, and support, along with experience working with ERP vendors in a university environment, will be an added advantage.

(c) should possess strong problem-solving and analytical skills, excellent communication abilities to collaborate with vendors and internal teams, and the capability to manage multiple tasks while meeting deadlines.

Job Responsibilities

a. ERP System Administration: Manage the day-to-day operations of the ERP system, ensuring smooth functionality and user accessibility.

b. Customization & Configuration: Work with the ERP vendor to tailor the system to the organization's needs, including module configuration, workflow automation, and report generation.

c. User Access & Security: Manage user roles, permissions, and security settings to maintain data integrity and compliance.

d. Troubleshooting & Support: Act as the primary contact for ERP-related technical issues, coordinating with the vendor for timely resolutions.

e. System Upgrades & Maintenance: Ensure the system is up-to-date with patches, upgrades, and necessary enhancements.

f. Data Migration & Integration: Assist in data transfer from legacy systems and integrate the ERP with other business applications.

g. User Training & Documentation: Provide training and support to end-users while maintaining system documentation and best practices.

h. Collaboration with Stakeholders: Work closely with department heads, IT teams, and the ERP vendor to optimize system performance and customization.

SALARY: Negotiable

AGE LIMIT: Not more than 45 years

IMPORTANT:
Applicants from Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of such Institutions. Applications which do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given below.

All applications should be submitted by filling out the Google Form under the relevant link.
- **https://forms.gle/dFWY91aGpXgDBusu9**

It is **compulsory** to send the hard copy of the same generated PDF document with the signature of the Candidate. Any alterations made to the original document and non-submission of the hard copy of the original PDF document cause disqualification from the selection process.

Duly completed applications should be forwarded with copies of relevant educational (with transcripts), professional, extra-curricular activities and service certificates under registered post to reach **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** by e-mail to **recruit.temp@ace.cmb.ac.lk** on or before the deadline**.**

The Post applied should be indicated on the top left-hand corner of the envelope or in the subject line of the e-mail**.**

Applications received after the closing date will not be considered. Incomplete applications will be rejected.

For Registrar.
University of Colombo
94, Cumaratunga Munidasa Mawatha,Colombo 03.

07th March 2025