



UNIVERSITY OF COLOMBO

ACCELERATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT (AHEAD) PROJECT

VACANCIES

AHEAD is a World Bank supported operation to expand enrolment of undergraduate in priority disciplines, improve the quality of degree programs and promote research and innovation in the higher education sector.

Applications are invited from qualified citizens of Sri Lanka for the following vacancies at the Operation and Technical Secretariat (OTS) of the AHEAD at the University of Colombo.

1) **POST OF SENIOR ADMINISTRATIVE OFFICER**

(No. of Vacancies - 01)

Remuneration: A monthly payment of LKR 65,000.00 plus cost of living allowance and applicable EPF and ETF will be paid.

2) **POST OF SECRETARY (No. of Vacancies - 01)**

Remuneration: A monthly payment of LKR 55,000.00 plus cost of living allowance and applicable EPF and ETF will be paid.

3) **POST OF MANAGEMENT ASSISTANT (No. of Vacancies - 02)**

Remuneration: A monthly payment of LKR 45,000.00 and applicable EPF and ETF will be paid.

GENERAL CONDITIONS

This is a full-time position. Initially the appointment shall be for a period of 12 months. The position may be renewed based on performance, and need, during the period of the operation.

Application forms and relevant details can be obtained from **the Senior Asst. Registrar/Academic Establishments, 'College House', University of Colombo, Colombo 3** by personally calling over or by visiting the University web site. (www.cmb.ac.lk).

Duly completed applications should be forwarded with copies of relevant educational (with transcripts), professional, extracurricular activities and service certificates under registered post/ e-mail (recruit@ace.cmb.ac.lk) to the **Senior Asst. Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the **21-12-2020**.

The Post applied for should be indicated on the top left-hand corner of the envelope.

Please check the University website (www.cmb.ac.lk) for handout.

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.