



MINISTRY OF EDUCATION
TECHNOLOGICAL EDUCATION DEVELOPMENT
PROGRAMME (TEDP)

VACANCY

Applications are invited from qualified and experienced citizens of Sri Lanka to fill the following position in the project management unit of the Technological Education Development Programme, under the Ministry of Education funded by the OPEC fund for International Development (ofid).

Post of Project Procurement Specialist (Contract Basis) Performance Expectation in brief	Qualifications & Experience
Responsible for planning and implementing the all procurement activities of TEDP (Goods, civil works and consultancy etc.) Preparation of master procurement plan, annual plans and implementing them timely to achieve project goals, targets and objectives.	A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission (UGC) or a qualification recognized by the UGC as an equivalent qualification to the Degree in the relevant field or a professional qualification successfully completed from a recognized professional body in the relevant field. with At least 10 years of post-qualifying Experience at managerial level out of which 5 years should be at senior management level experience or A Bachelor's Degree and A postgraduate Degree or full membership of a recognized professional body in the relevant field with At least 8 years post qualifying experience in managerial level Salary level: PS 3, Rs 140,000/-, Rs. 155,000/-

Cost of living allowance and communication allowance will be paid in addition to the salary specified above as per MSD circular No. 01/2019.

General Conditions:

1. Age limit should be below 64 years.
2. A selected candidate is expected to perform his or her duties in liaison and coordination activities with relevant Government agencies and OFID.
3. Work experience in foreign funded projects in Sri Lanka will be an added advantage.
4. Possess excellent oral and written communication skills in English.
5. Be computer literate in operation application software related to office and project management.
6. Employment contract is initially for one year, renewable annually based on performance and the requirement of the programme.

Applications:

The applicants are requested to forward their applications along with their curriculum vitae (CV) giving educational and professional qualifications and experience with two contacts of non-related referees by registered post on or before July 2, 2020 to reach the address given below and indicate the post applied for on the top left-hand corner of the envelope.

**Project Director,
Technological Education Development Programme
7th Floor, Ministry of Education,
Isurupaya, Pelawatta, Battaramulla**

Shortlisted applicants based on highest qualification & experience will be called for an interview and selection will be based on merit. Therefore, any influence or making representation for the recruitment process could result in rejection of the application. Copies of the certificates to prove the qualification and experience should be attached with the application and all incomplete applications will be rejected.

Applicants who are in the Government/Semi Government sectors should forward their applications through their respective Heads of Departments.

**Secretary,
Ministry of Education,
Isurupaya,
Battaramulla.**