

Rajarata University of Sri Lanka

Mihintale

Operations Technical Secretariat (OTS)/ AHEAD grants

Post of Technical Assistant (Procurement)

Accelerating Higher Education Expansion and Development (AHEAD) operation is a World Bank-funded project for the development of the higher education sector in Sri Lanka. We are looking for a qualified individual for the above position at OTS, Rajarata University of Sri Lanka, Mihintale.

AGE – 22 – 60 years

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Minimum of 06 subjects passes in GCE – O/L Examination including 03 credit passes in English, Mathematics and Sinhala / Tamil Languages, and
- Three (3) passes in GCE A/L Examination (If the applicant is a graduate of a recognized university, priority will be given), and with
- Minimum of 01-year work experience in the field of Project Management / Finance / Procurement etc. at Government or Private Institutions / NGO / INGO / UN Agencies / World Bank etc.

PROFESSIONAL COMPETENCIES REQUIRED:

- Ability to carry out the key tasks effectively, efficiently and to meet deadlines
- Ability to interact with senior academic and administrative staff in the university
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Strong communication, negotiation, and excellent interpersonal relationship skills
- Fluency of English in speaking, reading, and writing and ability to produce project reports in English
- Computer literacy

KEY TASKS:

- Assist the OTS staff in the overall implementation of work in all result areas of the AHEAD operation
- Assist specifically Director / OTS and Senior Administrative Officer (SAO) in day to day activities of the OTS and other guided administrative tasks
- Assist in the Procurement Operation subject to the direction and control of Director / OTS, Deputy Director of Procurement, and SAO

- To prepare a list of procurements of goods, services, and work as per approved PAT, update procurement plan, coordinate with grant coordinators to obtain specifications & feedback and to start procurement process following the guidelines in place
- To maintain and keep proper records, filing, conduct procurement review, and progress and communicate timely to follow up action
- To carry out any other procurement related duties to be assigned
- Assist in Finance Operation subject to the direction and control of Director / OTS, Deputy Director of Finance, and SAO
- To receive invoices, prepare vouchers for payment and expenses, and maintain proper financial records
- To prepare and submit accurate, analytical, and timely financial reports as instructed by OMST in strict compliance with all financial regulations, tax law, and accounting standards
- To carry out any other finance and payment related duties to be assigned

REMUNERATION:

The successful candidate will receive an all-inclusive monthly payment of Rs 45,000.00.

METHOD OF RECRUITMENT:

The recruitment will be through open advertisement in the university website and by structured interview. This is a full-time contractual appointment initially be made for 12 months from the date of signing the contract, which is renewable at expiry for another term based on work performance and satisfaction during the tenure of the contract completed. However, if the candidate fails to perform the above tasks properly, the contract will be terminated after a short notice.

HOW TO APPLY

Interested candidates should send applications with their CVs on or before **01/09/2020** to ruslahead@gmail.com

Only shortlisted candidates will be called for interview.

Dr. M H J P Gunarathna

Director/OTS (AHEAD Operations)

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