

UNIVERSITY OF RUHUNA
Operations Technical Secretariat (OTS)
Accelerating Higher Education Expansion and Development (AHEAD) Operation

VACANCY for a Post of TECHNICAL ASSISTANT

Applications are invited from the self-motivated qualified citizens of Sri Lanka for the above vacancy of the Operations Technical Secretariat (OTS), Accelerating Higher Education Expansion and Development (AHEAD) Operation, University of Ruhuna, Wellamadama, Matara.

Eligibility Criteria

The required qualifications are as follows:

- Recently passed out graduates from state/private Universities (Preference will be given to Physical Science and Accountancy/Finance) **OR**
Candidates with at least 3 S Passes in Mathematics Commerce stream at the G.C.E. (A/L) Examination and other academic professional qualifications in Accountancy Finance.
- Age limit between 20-35 years of age.
- Preference will be given to those who are permanent residents in the Southern Province.

Work experience with foreign funded projects related to procurement, preferably World Bank, would be an added qualification.

Professional Competencies Required

- High level of Proficiency in written and spoken English
- Excellent IT skills especially in the areas of MS Word, MS Excel, Email & Internet.
- Ability to engage in duties related to **Procurement and Finance**.
- Ability to function effectively in a team environment inspiring trust and cooperation with other team members.

Remuneration

- Negotiable.

Conditions of Service

This is a full-time position. Initially the Contract Appointment shall be for a period of **06 months and may be renewed based on the performance** and need during the operation period.

How to Apply

Interested persons are invited to send a self-prepared application together with a recent CV, certified copies of educational certificates, professional certificates, etc., **on or before September 16, 2022 ONLY** by email director.ots.ruh@gmail.com to reach the Director, Operations Technical Secretariat, AHEAD Operation, University of Ruhuna, Wellamadama, Matara.

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 /OTS,
AHEAD Operation,
University of Ruhuna,
Matara
September 05, 2022**