UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING (UCSC)
VACANCY- POST OF SUPERVISOR (CIVIL) ON CONTRACT

University of Colombo School of Computing (UCSC) a leading Higher Education Institute which provides Undergraduate and Postgraduate education in computing and related fields in Sri Lanka will entertain applications for the following post from suitably qualified persons up to **Wednesday, 30th April 2025**.

EDUCATIONAL QUALIFICATIONS:

- National Certificate in Technology (NCT) in Civil Engineering Technology or an equivalent qualification, with three (03) years of experience in the relevant field.

ADDITIONAL SKILLS REQUIRED:

- AutoCAD (2D/3D) Draughtsmanship
- Competency in Quantity Surveying (QS) & Estimating
- Time management and multitasking
- Attention to detail and quality focus
- Strong interpersonal and organizational skills
- Ability to perform under pressure
- Technical proficiency and Computer Literacy

PREFERENCE WILL BE GIVEN FOR APPLICANTS;

- Age: Below 35 years of age
- Gender: Male
- Those who can work late hours/ during holidays

METHOD OF RECRUITMENT: Selection by Interview

SALARY: Rs. 75000/- including Cost of Living Allowance

OTHER BENEFITS APPLICABLE TO THE POST:

- Provident Fund – 10% and 15% of the salary by the employee and employer respectively will be credited to the Universities Provident Fund
- Employees Trust Fund – 3% of the salary by the employer

TERM OF REFERENCE (TOR) FOR SUPERVISOR (CIVIL)

- Supervise regular maintenance and civil works at UCSC.
- Conduct routine inspections, identify repair/improvement needs, and take appropriate action.
- Oversee on-site works, ensuring compliance with plans, safety standards, timelines, and budgets.
- Manage construction activities, including labor, materials, and equipment.
- Prepare AutoCAD and shop drawings as required.
- Ensure adherence to technical specifications, prepare BOQs and cost estimates.
- Prepare measurement sheets and necessary billing documents.
- Maintain progress reports and relevant documentation.

METHOD OF APPLY:

- Complete and submit the relevant online application form available in the UCSC web site (Click here). At the same time, please download a copy of submitted application and
  post to,
  Deputy Registrar/ Establishments
  University of Colombo School of Computing
  No. 35, Reid Avenue
  Colombo 07
  And email the application along with your CV to est@ucsc.cmb.ac.lk (Deputy Registrar/Establishment Division). Please indicate the name of the post, **"Supervisor (Civil) ON CONTRACT"** in the top left hand corner of the envelope you are posting and the subject heading of the email you are sending.
- Applications received after the closing date, incomplete or not submitted on the format in the
  UCSC website will be rejected.
- University of Colombo School of Computing reserves the right to short list the candidates.

Director
University of Colombo School of Computing
No. 35, Reid Avenue
Colombo 07.
07.04.2025