

Vacancy for the Post of Technical Assistance (MALE)

Operational Technical Secretariat (OTS)

Accelerating Higher Education Expansion and Development (AHEAD) project

Uva Wellassa University

The Uva Wellassa University, will entertain applications from suitably qualified candidates for the above post to the Operations Technical Secretariat (OTS), Accelerating Higher Education Expansion and Development (AHEAD) operation, Uva Wellassa University, Sri Lanka.

REQUIRED QUALIFICATIONS AND EXPERIENCES

The required qualifications and experience are as follows;

- Having passed the G.C.E. O/L examination in six (06) subjects with three (03) credits including English, Mathematics & Sinhala/Tamil language AND
- Having passed the G.C.E. A/L examination in Commerce Stream
- Experience in administrative works
- Other professional qualifications will be an added advantage

General Conditions

- Should be a Citizen of Sri Lanka
- Age should be below 35 years on the date of closing of application

Key Tasks

Subject to any specific directives given by the Director/OTS in coordination with the OTS office the main duties and responsibilities of the Technical Assistant will be to:

1. Assist the OTS Staff in overall implementation of Operation activities
2. Assist the OTS Staff for timely preparing of physical, procurement and financial progress
3. Assist the OTS Staff in the procurement activities in the following areas:
 - In carrying out procurement of goods, services, works and consultancy services in general, particularly preparation and updating of procurement plans, implementation of procurement process in terms of Government and World Bank guidelines with the approval of the Deputy Director/Procurement and with Deputy Director/Engineering
 - Maintaining records, assisting in conducting procurement reviews and furnishing reports as required
 - Preparation and updating of procurement plans

4. Assist the OTS Staff in the management of Financial activities, in the following areas:
 - Management and utilization of Operation funds released to the OTS, with the approval of the Deputy Director/Finance
 - Maintaining proper financial records for all operation expenses
 - Maintain a good rapport with the OTS officials to assist in procurement and other activities
 - Maintaining an efficient filing system
5. Any other duties assigned by the OTS Staff

Mode of Selection

This is a full-time position. Initially the Contract Appointment shall be for a period of 12 months and may be renewed based on performance and need during the Operation period.

Remuneration

- A monthly net payment of Rs. 28,750 including EPF and ETF will be paid
- Payments will be made by OTS Office, upon submission of the monthly progress report based on approval by the OTS Director

Professional Competencies

- High level of proficiency in written and spoken English and Tamil/ Sinhala
- Basic knowledge in Project management, Accounting, Finance and Procurement Activities
- High level of IT literacy, especially in the areas of Electronic mailing, and Microsoft Word and Excel for office environment
- Ability to communicate effectively in Sinhala/ Tamil and in English with officials and different stakeholders including local suppliers
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Ability to achieve the targets in time align plan

How to Apply

Self-prepared application including academic and professional qualifications shall be emailed to ahead@uwu.ac.lk on or before 09th December, 2019 (mention email subject as Vacancy for the Technical Assistant). Short-listed candidates will be called for an interview. The University reserve the right to shortlist the candidates. Applications, which do not meet the requirements, and applications which reach after the closing date, will be rejected without intimation. You may contact AHEAD/OTS Office for further details.

Email: ahead@uwu.ac.lk

Contact no: +94 55 2226622 – Ext: 1124 / +55 3127 378

Director (AHEAD/OTS)
Uva Wellassa University