

**Operations Technical Secretariat (OTS)  
Accelerating Higher Education Expansion and Development (AHEAD) project  
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

**VACANCY**

**Post of Technical Assistant (01 post) - Temporary**

The Sabaragamuwa University of Sri Lanka will entertain applications for the under mentioned post from suitably qualified persons for the Operations Technical Secretariat (OTS) of the Accelerating Higher Education Expansion and Development (AHEAD) project of the University.

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

The required qualifications and experience are as follows.

- General/Special obtained degree in any field of studies from a recognized university
- Preference will be given to candidates who have experience in procurement and accounting in a reputed organization/Project.
- Retired officers who have experience in procurement will also be considered.

**PROFESSIONAL COMPETENCIES REQUIRED**

- Proficiency in written and spoken English
- Ability to handle operation activities related to Finance and Procurement.
- Ability to function effectively in a team environment inspiring trust and cooperation other team members.
- Satisfactory level of IT literacy, specially in the areas of Word, Excel, Email and Internet.

**DUTY ASSIGNED**

- Assist the OTS Director and Senior Administrative Officer for timely reporting of physical, procurement and financial progress in overall implementation of Operation activities
- In carrying out procurement of goods, equipment, 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.
- Maintaining records, assisting the conduction of procurement reviews and furnishing reports Maintaining proper financial reports for all operation expenses.
- Submission of accurate, analytical and timely financial reports as stipulated by the OMST in strict compliance all financial regulation, tax laws and accounting standards, with the approval of the Deputy Director / Finance.
- Maintain a good rapport with Grant Coordinators and staff assistants to assist with the release of funds and to assist in procurement activities.
- Maintaining and updating administrative files with necessary confidentiality where required.
- Any other duties assigned by the Director OTS/ OMST.

**CONDITIONS OF SERVICE:**

Selected candidates if presently serving in a government Department/ Corporations/Statutory Boards will have to obtain his/her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the University service. This appointment is on contractual basis. On the performance of the service of the employee, the contract can be extended according to the requirements until the project ends.

**REMUNERATION:**

Salary is negotiable.

**HOW TO APPLY:**

Self prepared applications should be sent with certified copies of educational certificates, professional certificates, etc., under registered cover, indicating the post applied for on the top left hand corner of the envelope, to reach the Director /OTS, AHAED Project Sabaragamuwa University of Sri Lanka on or before 16<sup>th</sup> November 2020.

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  
AHAED Project  
Sabaragamuwa University of Sri Lanka