



# UNIVERSITY OF MORATUWA

## AHEAD Project (World-Bank Funded)

### **VACANCY : Secretary (Full-time)**

The objective of world-bank funded Accelerating Higher-education Expansion And Development (AHEAD) project is to expand enrolment in priority disciplines, improve the quality of degree programs, and promote research and innovation in Universities. The Ministry of Higher Education and the UGC coordinate the implementation of AHEAD, which has branch Operations Technical Secretariats (OTS) in the universities.

This announcement is to invite applications for the above position in the OTS at the University of Moratuwa. This position will be a contract appointment.

#### **Secretary (full-time)**

- Initially the appointment shall be for a period of 12 months.
- Appointment may be renewed based on performance and need.
- Salary: Rs. 55,000 per month + Cost of Living Allowance, with applicable EPF, ETF.

#### **For the position:**

Job description, responsibilities and required qualifications are included in the Terms of Reference (TOR) document at <https://www.mrt.ac.lk/web/vacancy/ahead>

**How to apply:** Apply by email with your CV to [ahead.uom@gmail.com](mailto:ahead.uom@gmail.com) by 23rd December 2020, specifying the position applied for in the Subject. Include the contact info of at least 2 non-related referees in your CV.

Acting Registrar, University of Moratuwa.