

# Vacancies

## Project Management Assistant (Assignment Basis)

Applications are invited from dynamic and energetic young graduates with good communication and organizational skills, to assist the management of an internationally funded research project at the Faculty of Fisheries and Marine Sciences & Technology, University of Ruhuna.

The project is a collaborative research work with James Cook University (JCU), Australia, Wayamba University of Sri Lanka (WU), and National Aquaculture Development Authority (NAQDA) of Sri Lanka involving development of culture-based fisheries for giant freshwater prawn (GFP) and other fish in Sri Lankan reservoirs.

This is a full-time position of 6-month contract with possible extensions up to 04 years depending on satisfactory performance during the period of assignment.

**Monthly Remuneration Rs. 50,000/-**

Qualifications	Candidate should possess <ul style="list-style-type: none"><li>• BScHons Degree</li><li>• Excellent command of the English language</li><li>• Communication and organizational skills</li><li>• Report preparation skills with competency in Ms Office.</li><li>• Capacity to work as a team for a common goal.</li><li>• Ability to meet with the deadlines to work mainly for the successful completion of the research project.</li></ul>
Responsibilities included but not limited to	Assist Project Coordinator to <ul style="list-style-type: none"><li>• Liaise with international and local collaborators</li><li>• Handle the procurement process</li><li>• Maintain the project inventory</li><li>• Keep records in budget expenditure</li><li>• Prepare payment vouchers</li><li>• Prepare timely progress reports</li><li>• Organize meetings and conferences</li></ul>

### **Application Procedure**

Interested candidates should email

1. a letter of interest
2. Duly completed application form (that can be downloaded from the link: [https://www.ruh.ac.lk/images/TextNews/30\\_11\\_2020/2020-Application.pdf](https://www.ruh.ac.lk/images/TextNews/30_11_2020/2020-Application.pdf))
3. scanned copies of Academic Qualifications, Birth Certificate, and National Identity Card in one zipped file to the address [asanka@fish.ruh.ac.lk](mailto:asanka@fish.ruh.ac.lk) on or before 2021-08-10.

Please mention the Subject line of the email as "Application for Project Management Assistant".

Shortlisted candidates will be called for an interview.

Dr Asanka D. Jayasinghe  
Project Coordinator,  
Department of Limnology and Water Technology,  
University of Ruhuna,  
Matara.

Date: 2021-07-30