



EASTERN UNIVERSITY, SRI LANKA

OPERATIONS TECHNICAL SECRETARIAT,
HETC PROJECT, EASTERN UNIVERSITY, SRI LANKA

VACANCY NOTICE

WALK-IN INTERVIEW

POST : Management Assistant, Operational Technical Secretariat,
HETC Project, Eastern University, Sri Lanka

JOB DESCRIPTION:

- Assist the OTS Director in overall implementation of Project activities.
- Assist the OTS Secretary in all the operations of the OTS
- Assist in the timely reporting of physical, procurement and financial progress to PPDU through Director OTS
- Assisting of Procurement Activities in the following areas:
 - a. Carry 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.
 - b. Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required
- Assist Management of Financial Activities in the following areas:
 - a. Maintaining and utilization of project funds released to the OTS, with the approval of the Deputy Director/Finance.
 - b. Maintaining proper financial records for all project expenses.
 - c. Submission of accurate, analytical and timely financial reports as stipulated by the PPDU in strict compliance with all financial regulations, tax laws and accounting standards with the approval of the Deputy Director/Finance
- Liaise regularly and closely with the PPDU to ensure smooth functioning of the project activities.
- Any other duties assigned by the Director, OTS/PPDU.

REMUNERATION:

Basic salary will be Rs. 21,855/= per month and an allowance of 20% of the basic salary and Cost of Living Allowance of 7800/= (as at present) will be paid per month. The employee's and Employer's contribution to the Employees' Provident Fund will be 8% and 12% of the basic salary respectively, while employer's contribution to Employees' Trust Fund (ETF) will be 3% of the basic salary.

NATURE OF JOB: Contract for 12 months

REQUIRED QUALIFICATIONS:

- G.C.E. (O/L) Examination in six subjects at one sitting, with credit passes in four subjects including Sinhala / Tamil / English and Mathematics and G.C.E. (A/L) Examination in three subjects at one sitting
- Advance knowledge in use of computer application packages.
- Experience in implementation of development projects financed by the foreign funding agencies would be an added qualification.

REQUIRED PROFESSIONAL COMPETENCIES:

- English typing skills, preferably with good speed
- Ability to handle correspondence in English, under the guidance of Project Director
- Ability to function effectively in team environment, providing efficient and timely support to the OTS

Those who are interested hereby requested to attend the walk-in interview on 29.06.2015 @ 10.00 a.m. in the Board Room, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady along with **Bio-Data and original and certified photocopies of the Educational Certificates, Birth Certificate, National Identity Card, other relevant documents and two recent testimonials.**

ACTING REGISTRAR

Eastern University, Sri Lanka,
Vantharumoolai,
Chenkalady.

19/06/2015