

**UNIVERSITY OF RUHUNA**  
**Operations Technical Secretariat (OTS)**  
**Accelerating Higher Education Expansion and Development (AHEAD) Operation**

**VACANCY for a Post of TECHNICAL ASSISTANT**

Applications are invited from qualified citizens of Sri Lanka for the above vacancy of the Operations Technical Secretariat (OTS), Accelerating Higher Education Expansion and Development (AHEAD) Operation, University of Ruhuna, Wellamadama, Matara.

**Eligibility Criteria**

The required qualifications are as follows:

- Recently passed out undergraduates from state/private Universities (Preference will be given to Physical Science and Accountancy).
- Age limit between 20-35 years of age.
- Preference will be given to those who are permanent residents in the Southern Province.

Work experience with foreign funded projects preferably World Bank would be an added qualification.

**Professional Competencies Required**

- High level of Proficiency in written and spoken English
- Excellent IT skills especially in the areas of MS Word, MS Excel, Email & Internet and Web Developing.
- Ability to engage in duties related to **Finance and Procurement**.
- Ability to function effectively in a team environment inspiring trust and cooperation with other team members.

**Remuneration**

- A **maximum** monthly salary of **Rs. 50,000.00 + EPF + ETF (Rs. 57,500.00)** will be paid based on qualifications and performance.

**Conditions of Service**

This is a full-time position. Initially the Contract Appointment shall be for a period of **06 months** and **may be renewed based on the performance** and need during the Operation period.

**How to Apply**

Interested persons are invited to send a self-prepared application with a recent CV, certified copies of educational certificates, professional certificates, etc., **on or before September 15, 2021 ONLY** by email [director.ots.ruh@gmail.com](mailto:director.ots.ruh@gmail.com) to reach the Director, Operations Technical Secretariat, AHEAD Operation, University of Ruhuna, Wellamadama, Matara.

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,  
AHEAD Operation,  
University of Ruhuna,  
Matara  
September 06, 2021**