



Accelerating Higher Education Expansion and Development Operation (AHEAD)
Operational Technical Secretariat
Eastern University, Sri Lanka.
Tel: 065-2059393 E-mail: ots@esn.ac.lk



Ministry of Education

Eastern University, Sri Lanka
Accelerating Higher Education Expansion and Development (AHEAD)
Operation
Operational Technical Secretariat
Post of Technical Assistant (Contract Basis)

We are looking for an enthusiastic and passionate person to be recruited as Technical Assistant for the Operational Technical Secretariat (OTS) of Eastern University, Sri Lanka under the Accelerating Higher Education Expansion and Development (AHEAD) operation funded by World Bank. Selection will be made through a structured interview only and the appointment will initially be made for one year on a contractual basis, subject to extension based on work performed at the sole discretion of the appointing authority.

The ideal person in mind should have the following educational qualifications, work experience, and other attributes.

- Minimum age limit is not less than 22 years and not more than 45 years at the closing date of application.
- Three (3) passes in G.C.E A/L Examination of any stream with minimum credit passes in English and Mathematics at GCE O/L. Applicants with higher academic or professional qualifications will be given priority.
- Minimum 02 years of work experience in the field of Administration, Project Management / Finance / Procurement etc. at Government or Private Institutions.

The selected candidate will be required to assist and facilitate the implementation of AHEAD funded activities, and to support the overall administration of the Operational Technical Secretariat (OTS) in areas like; administration, procurements, finance, projects coordination and other logistics as and when required, under the direction and guidance of Director /Deputy Directors/Senior Administrative Officer of the OTS. The candidate in mind is also expected to possess good IT and English knowledge in addition to willingness and ability to maintain professional relationships and etiquette with University Communities and to respect University rules, regulations, and disciplinary code at all times.

A monthly salary of Rs 45,000.00 all-inclusive will be offered to the selected candidate subject to the deduction of EPF as per the labor law of Sri Lanka and the project will contribute 15% of the gross salary for EPF (12%) and ETF (3%) on behalf the candidate. The appointment will initially be made for one year and renewable for another term based on work performance and satisfaction.

Interested persons are kindly invited to send in their CV along with a cover letter on or before 12.00 noon of 21.03.2022 (Monday) to the email: secretary_ots@esn.ac.lk

Director
Operation Technical Secretariat of the AHEAD Operation.
Eastern University, Sri Lanka
Vantharumoolai,
Chenkalady
04.03.2022