



**Operations Technical Secretariat (OTS), AHEAD Project  
Wayamba University of Sri Lanka**

**Calling applications for the post of Secretary (Full-Time on contract)**

**1. KEY TASKS OF SECRETARY**

Subject to any specific directives given by the Vice Chancellor of the University, the Operation Director of the OMST and the OTS Director, the main duties and responsibilities of the OTS Secretary will be to:

- Assist the OTS Director and Senior Administration Officer in overall implementation of Operation activities
- Assist the OTS Director and Senior Administration Officer for timely reporting of physical, procurement and financial progress to OMST through Director OTS
- Assist the OTS Director and Senior Administration Officer in the procurement activities, in the following areas:
  - (a) In carrying 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 the OTS director and Senior Administration Officer in the management of Financial activities, in the following areas:
  - (a) Management and utilization of Operation funds released to the OTS, with the approval of the Deputy Director/Finance.
  - (b) Maintaining proper financial records for all Operation expenses,
  - (c) Submission of accurate, analytical and timely financial reports as stipulated by the OMST in strict compliance with all financial regulations, tax laws and accounting standards, with the approval of the Deputy Director/Finance.
- Maintain a good rapport with ELTA/ELSE/DOR/RIC/ICE/UBL cell coordinators and staff assistants to assist with the release of funds and to assist in procurement activities
- Maintaining an efficient filing system
- Maintaining and updating administrative files with necessary confidentiality where required
- Any other duties assigned by the Director OTS/OMST.

**2. REMUNERATION**

A monthly payment of LKR 46,000 and applicable EPF and ETF will be paid.

**3. QUALIFICATIONS AND EXPERIENCE**

The required qualifications and experience are as follows:

- (i) Having passed the G.C.E (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary with minimum 5 years' experience in the relevant field.

**OR**

- (ii) A Chartered Secretary with at least 4 years' experience in the relevant field.

**AND**

Work experience with World Bank funded higher education Operations would be an added qualification.

#### **4. NATURE OF APPOINTMENT**

This is a full-time position. Initially the appointment shall be for a period of 12 months and may be renewed based on performance, and need, during the period of AHEAD Operation.

#### **5. REQUIRED PROFESSIONAL COMPETENCIES**

- High level of proficiency in written and spoken English.
- Proven ability to handle Operation activities related to Finance and Procurement activities in the University in accordance with the World Bank guidelines.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- Ability to communicate effectively orally in Sinhala or Tamil.
- Ability to Communicate in English with the World Bank, MHEH, UGC, OMST and others.

#### **6. SUBMISSION OF APPLICATIONS**

Only Sri Lankan citizens are eligible to apply for the post.

Duly prepared applications should be sent under registered cover post to the **Registrar, Wayamba University of Sri Lanka, Lionel Jayathilake Mawatha, Kanadulla, Kuliypitiya 60200 on or before 28<sup>th</sup> May 2018.**

Your self-prepared should include the following details; Name & age, Contact details, Educational qualifications, Professional qualifications, Nature of present employment (if any), Experience in working as a secretary in World Bank funded projects or other project, Experience in handling secretary position, skills, self-declaration about commitment to engage in tasks of the post.

***You are advised to read this advertisement thoroughly as a preparation for furnishing your application for the post.***

**Director/OTS  
AHEAD Project  
Wayamba University of Sri Lanka**

09<sup>th</sup> May 2018