

Vacancy

Project Assistant for a World Bank Funded Project

(Accelerating Higher Education Expansion and Development Project)

Department of Operations Management, Faculty of Management, University of Peradeniya wishes to invite applications from suitably qualified persons for the post of Project Assistant who will assist in the implementation of the grant received for the proposal submitted under Accelerating Higher Education Expansion and Development (AHEAD) project of University Grants Commission (UGC). This project focuses on Enriching Learning, Teaching, Assessment and English Language Skills Enhancement.

Job Role

The ideal candidate is expected to,

- Liaise with the Operations Support Team (OTS) Office with regard to the implementation of the project.
- Coordinate between the AHEAD project team and different stakeholders.
- Convene meetings with stakeholders and maintain records.
- Carry out procurement activities in accordance with university procurement guidelines.
- Prepare periodical documents.
- Carry out any other project duties assigned by the project coordinator related to the implementation of the AHEAD project.

Qualifications

The ideal candidate should have,

- A Bachelor's Degree in Operations Management or any other related field, candidates who have fulfilled the requirements for a Degree but waiting for final results are also accepted.
- Excellent communication skills, both oral and written.
- Knowledge of spoken and written English.
- Competencies in writing reports and the ability to work under tight deadlines.
- IT skills and project management skills.

Assignment Period

- 6 months.

Remuneration

- An all-inclusive payment of **LKR 51,000.00**, and 12% EPF & 3% ETF per month.

How to Apply

- Send a self-prepared application form on or before 14.06.2022 to the Project Coordinator, AHEAD Project, Department of Operations Management, Faculty of Management, University of Peradeniya via Email to: headopm@mgt.pdn.ac.lk

Project Coordinator
AHEAD Project
Department of Operations Management
Faculty of Management
University of Peradeniya