



Vacancy for the Post of Project Assistant

Faculty of Management, Uva Wellassa University

A vacancy for the Post of Project Assistant for ELTA-ELSE Faculty DP AHEAD project is available at the Faculty of Management for immediate recruitment on Contract Basis.

Attractive remuneration package Rs.57,500.00/= including ETF and EPF per month

Qualifications:

Candidates should have a Bachelor's Degree in Management/Commerce/Economics or Statistics from a recognized university with hands-on- experience in managing multiple tasks.

General Conditions:

Age should be 30 or below on the date of application.

Key Tasks

- Assist the project coordinator and the team
- Handling procurement and financial activities of the project
- Maintaining records and provides timely analytical information
- Carry out all office works and activities of work coordination and supervision
- Any other task-related and exceptionally be required to ensure the smooth operation of the project

Required Qualification

- Bachelor's Degree in Management/Commerce/Economics or Statistics
- Commitment to long working hours (if necessary weekends/holidays)
- Confident and Communication Skills
- IT Skills (Specially in MS Excel)
- English Language Proficiency
- Sound Analytical Skills
- Excellence in handling multiple concurrent tasks
- Experience with similar projects is more preferred

Mode of Selection

Self-prepared application along with detailed CV including academic and professional qualifications shall be emailed to imalif@uwu.ac.lk on or **20th November 2021** (mentioned email subject as **Vacancy for the Project Assistant**). Short-listed candidates will be called for the walking-in-Interview. The University reserve the right to shortlist the candidates. Applications, which do not meet the requirements, and applications that reach after the closing date, will be rejected without intimation.

Contact, Prof. P.I.N. Fernando (Project Coordinator of the ELTA-ELSE Faculty DP) for further details.

Project Coordinator

Prof. P.I.N.Fernando
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