



NOTICE OF VACANCY
INCEDU PROJECT – FACULTY OF HUMANITIES AND
SOCIAL SCIENCES - UNIVERSITY OF RUHUNA

Applications are invited from dynamic, enthusiastic and self-motivated candidates for the following position of Developing Inclusive Education for the Students with Disabilities in Sri Lankan Universities (INCEDU) Project in the Faculty of Humanities and Social Sciences, University of Ruhuna funded by the Erasmus + project of the European Union.

- **Post of Project Assistant (Assignment Basis)**

Responsibilities

- Assist the Project Coordinating Team for timely reporting of physical, procurement and financial progress
- Assist the Project Coordinating Team in the procurement activities, in the following areas:
 - i) Preparation of documents pertaining to procurement of goods, equipment, services, works and consultancy services.
 - ii) Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required.
 - iii) Preparation of accurate, analytical and timely financial reports and maintaining proper financial records for all operation expenses
 - iv) Maintaining an efficient filing system
- Assist the Project Coordinating Team on the overall implementation of INCEDU activities.

Qualifications

- A Bachelor's degree which is recognized by the UGC.
- At least one year work experience in a project assistant post preferably in a project related to people with special needs.
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.
- Ability to function effectively in a team environment as well as a team leader.
- High level of IT literacy, especially in the areas of Word, Excel, Email and Internet.

- Ability to work efficiently to meet deadlines.

Remuneration

An all-inclusive monthly remuneration of LKR 50,000 will be paid for the successful candidate.

Condition of Contract

This is a full-time position. Initially the appointment shall be for a period of 06 months and may be renewed based on performance.

Interested candidates have to submit their curriculum vitae along with copies of their Birth Certificate, Educational Certificates and any other relevant certificates together with a Referee Report to reach the Senior Assistant Registrar, Dean's Office, Faculty of Humanities and Social Sciences, University of Ruhuna, Matara **on or before 02nd February 2021.**

Project Coordinator,
INCEDU Project,
Faculty of Humanities and Social Sciences
19th January 2021