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**OTS, AHEAD OPERATIONS**

**EASTERN UNIVERSITY, SRI LANKA**

**POST OF PROJECT ASSISTANT**

**ELTA-ELSE FACULTY DEVELOPMENT PROJECT – FACULTY OF AGRICULTURE (FULL TIME ON CONTRACT)**

The Operational Technical Secretariat (OTS) of the AHEAD Operations of the Eastern University, Sri Lanka will entertain applications from suitably qualified persons for the post of **Project Assistant (1 position)** for the ELTA-ELSE Development Projects for the Faculty of Agriculture under the World Bank funded AHEAD Grants. The Project Assistant is appointed on full-time basis by the Director, OTS-AHEAD Operations of Eastern University, Sri Lanka. This appointment is for a three to four (03 to 04) months period only.

**QUALIFICATIONS:**   
A degree from a recognized University with at least one year experience in project management and budgeting  
***Or***  
Minimum two passes in GCE (A/L) examination with at least five years experiences in project management and budgeting.

Preference will be given for those with fluency in English and IT.

1. **REMUNERATION AND OTHER BENEFITS**  
   A payment of Rs. 55,000 per month (Fixed) with EPF and ETF shall be paid.
2. **HOW TO APPLY**  
   Interested applicants are requested send their updated detailed CV along with a covering letter by email to [ots@esn.ac.lk](mailto:ots@esn.ac.lk) and [geretharan@gmail.com](mailto:geretharan@gmail.com) on or before **22.11.2022.**
3. **KEY TASKS**

* Deliver technical services as required by the ELTA-ELSE Project Team and report to the Director/OTS.
* Direct and coordinate the overall implementation of the project to achieve the performance indicators.
* Ensure timely reporting of physical, procurement and financial progress as well as the performance indicators of the project.
* Liaise regularly and closely with the Director & Deputy Directors of OTS in carrying out the procurement and financial activities of the project.
* Liaise regularly and closely with the OTS and OMST to ensure smooth functioning of the project.
* Any other AHEAD related duties assigned by the Vice Chancellor and the Director/AHEAD.
* It is required to submit quarterly or semi-annually, as applicable, progress reports to the Director/OTS regard to the progress of the activities conducted.

**Note**  
The OTS AHEAD Operations reserves the rights to short list and interview only such applicants as the University may consider suitable for appointment.

**Director**  
**OTS AHEAD Operations**  
**Eastern University, Sri Lanka**  
**19.11.2022.**