

Vacancy for a Project Assistant

ELTA-ELSE Development Project of Faculty of Agriculture

Applications are hereby called from Graduates, preferably with knowledge and experience in project management and budgeting, to the post of Project Assistant of World Bank-funded ELTA-ELSE Development Project of the Faculty of Agriculture. The details of the position are as follow

1. The TOR of the position:
 - Assist in project implementation process at Faculty level by providing all necessary support for five sub-activities identified in the project
 - Liaise with the faculty and the Operation Technical Secretariat (OTS) of the University of Peradeniya
 - Monthly updating of the Project Achievement Template (PAT)
 - Maintaining and managing other documentation of project related activities in the Faculty
 - Assist in procurement process at Faculty level and liaise with the OTS of the University of Peradeniya
 - Being answerable to the Project team of the ELTA-ELSE Development Project of the Faculty of Agriculture
2. Period of appointment : Three years on annual-contract basis (annual extensions based on performance)
3. Remuneration: Rs. 55,000 per month. From this amount, the candidate will contribute 8% to the EPF (the project will contribute a total of 15% for EPF + ETF per month).
4. Closing date for application: 15-06-2019
5. Selection process: By screening application and an interview

Please forward the completed CV to

Prof. Pradeepa Silva – Dept. Animal Science, Faculty of Agriculture

Email <pradeepa.silva@gmail.com>

Mobile - 071-4460908