

Two Vacancies for the Post of Project Assistants
Department of Animal Science and Department of Export Agriculture
Faculty of Animal Science and Export Agriculture, Uva Wellassa University

Two vacancies for the post of project assistants for ELTA-ELSE DP AHEAD projects of Department of Animal Science and Department of Export Agriculture are available for immediate recruitment on contract basis for 3 years (Depending on the performance, the contract will be renewed up to three years).

Attractive remuneration package of Rs.28, 750/= including ETF and EPF per month.

Candidates should be Advanced Level (A/L) qualified and conversant in MS Office & Basic English Language Skills. Preference will be given to the applicants, possessed Diploma or Certificate Course in Computer applications or allied disciplines.

Key Tasks

- Assist the project coordinator and team
- Assisting procurement and financial activities of the project
- Maintaining records and provide timely reports
- Any other task related and exceptionally be required to ensure the smooth operation of the project

Required Qualification

- Qualified in A/L examination
- Commitment to long working hours (if necessary weekends/holidays)
- Confidence and Communication Skills
- IT Skills (Specially in MS Office)
- Basic English Language Proficiency
- Confident in handling multiple concurrent tasks

Mode of Selection

Self-prepared applications along with detailed CV including educational and other qualifications shall be emailed to dulanjali@uwu.ac.lk on or before **26th February 2020**. If you wish to apply for both vacancies, you need to send 2 applications through 2 separate e-mails. Also the title of each email shall be mentioned as either “Vacancy for the Project Assistant/ Department of Animal Science” or “Vacancy for the Project Assistant/ Department of Export Agriculture” based on your application for the respective vacancy of the Department. Short-listed candidates will be called for an interview. The University reserves the right to shortlist the candidates. Applications which do not meet the requirements and reach after the closing date will not be entertained.

Please, contact Ms. G.G.N. Thushari (Project Coordinator of the Department of Animal Science: 0710342075) or Dr. M.G.P.P. Mahindaratne (Project Coordinator of the Department of Export Agriculture: 0773260064) for further details.

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