

## **Vacancy for the Post of Project Assistant**

*AHEAD Project on Enriching Learning, Teaching, Assessment*

*English Language Skills Enhancement and Development Projects*

*(ELTA-ELSE DPs- FOM)*

*Faculty of Music, University of the Visual and Performing Arts.*

The Accelerating Higher Education Expansion and Development (AHEAD) is a World Bank funded operation that has a two-fold initiative. One of them is to strengthen the higher education sector in the country. The implementing agency is the Ministry of Education and Higher Education (MOHE). The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operation Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the MOEHE, UGC, and the universities.

Applications are invited from the qualified citizens of Sri Lanka for the post of Project Assistant on contract basis for the AHEAD Project on Enriching Learning, Teaching, Assessment, English Language Skills Enhancement and Development Projects (ELTA-ELSE DPs- FDD) at the Faculty of Music, University of the Visual and Performing Arts.

Post of Project Assistant (No. of Vacancies – 01)

### QUALIFICATIONS

The candidate:

1. Should have passed the GCE O/L examination at one sitting with credit

passes in:

- i. Sinhala Language
- ii. English Language
- iii. Mathematics

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2. Should have passed all subjects at the GCE A/L examination

Note: Preference will be given to those who possess;

- i. High proficiency in ICT skills including proficiency in computer applications such as MS Office (Word / Excel/ PowerPoint).

- ii. Excellent organizational skills and the ability to set and meet deadlines.

iii. Excellent analytical, writing and communication skills in the two languages: English and Sinhala.

iv. Prior experience as a management assistant, administrative assistant or in a similar position

#### REMUNERATION

A monthly payment of 40,000 (forty thousand) LKR, including EPF and ETF will be paid.

#### APPLICATION PROCEDURES

1. The Terms of Reference for the above post is available at <http://vpa.ac.lk>
2. Duly completed application forms with relevant certificates (educational, professional, experience etc. with the names of two non-related referee) in PDF format should be emailed to [charu.i@vpa.ac.lk](mailto:charu.i@vpa.ac.lk) on or before September 24, 2021
3. Applications received after the deadline will not be considered. Incomplete applications will be rejected.
4. Shortlisted candidates will be called for an interview (online) by sending email notifications and telephone calls.

Contact details: [charu.i@vpa.ac.lk](mailto:charu.i@vpa.ac.lk)

0777144642 (Mr.Charudaththe Illangasinghe, Project Coordinator, Faculty of Music)

Project Coordinator

Faculty of Music

University of the Visual and Performing Arts

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