



## **University of the Visual and Performing Arts**

### **Operations Technical Secretariat (OTS)**

#### **Accelerating Higher Education Expansion and Development (AHEAD) Project**

### **Vacancy**

## **OTS SECRETARY**

Applications are invited from suitably qualified candidates for the post of OTS Secretary for the OTS Office of the University.

### **Qualifications:**

- i) Having passed the G.C.E (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 5 years' experience in the relevant field.

**OR**

- ii) A Chartered Secretary with at least 4 years' experience in the relevant field.

**AND**

Work experience with World Bank funded higher education Operations would be an added qualification.

### **Professional Competencies:**

- High level of proficiency in written and spoken English.
- Proven ability to handle Operation activities related to Finance and Procurement activities in the University in accordance with the World Bank guidelines.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- High level of IT literacy, especially in the areas of Word, Excel, email and Internet.
- Ability to communicate effectively orally in Sinhala or Tamil.
- Ability to Communicate in English with the World Bank, MHEH, UGC, OMST and others.

### **Method of Recruitment:**

This is a full-time position. Initially the Contract Appointment shall be for a period of 12 months and may be renewed based on the performance during the Operation period.

### **Salary:**

A monthly payment of **LKR 55,000** and applicable EPF, ETF and statutory allowances will be paid.

### **Instructions for Apply:**

01. Duly completed curriculum-vitae should be sent to the [director.ots@vpa.ac.lk](mailto:director.ots@vpa.ac.lk) , **Director/ OTS, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07** on or before **15.07.2022 at 4.00 p.m.** As the Title, the post applied for should be mentioned on the email.
02. Scan copies of all relevant certificates including certificates of experience should be attached to the email.

**Director/OTS**

**University of the Visual and Performing Arts**

**07.07.2022**