

# OCEAN UNIVERSITY OF SRI LANKA

## FACULTY OF ENGINEERING AND MANAGEMENT

### VACANCY- Project Coordinator (Assignment Basis)

#### Qualifications

Should possess a BSc. (Special) Degree in the field of Biological/ Physical science which is recognized by the University Grants Commission of Sri Lanka.

with

- Fluent in English (writing and Speaking)
- Computer literacy (Word, Excel, PowerPoint internet skills and internet usage)
- Teamwork
- Experience in working with foreign agencies and delegates
- Driving License: Should have a valid Driving License

#### Other:

Additional education and experience in financial management, procurement, and business administration fields would be an added advantage

Preferred with Postgraduate Qualification (Master's Degree) in the relevant field

And

More than 01 year of managerial-level experience in Public Service/Corporation/Statutory Board/Institution or a reputed private institution.

**Age:** Age should be not less than 22 years and not more than 45 years

#### Terms and Reference (TOR) for Project Co-Ordinator.

- Act as a financial focal point ensuring the handling of all procurement procedures, maintaining project accounts, and ensuring the project funds are used for the proper purposes, proper activities, and with efficiency and transparency under the university's direction.
- Initiate procurement actions in time as per the work plan
- Preparing schedules for the project tasks specified in the yearly work plans to ensure the timely completion of each task.
- Coordination with the donor agency, inter agencies, other stakeholders, and Korean delegates with the direction of the Vice Chancellor, Project Director, and Head of the Department in Coastal and Marine Resources Management.
- Organizing the educational programs through the marine education center/hub in the university with the government and international schools in the country.
- Obtaining and maintaining project reports and minutes of the meetings.
- Assist local and international travel for the project staff as required.
- Undertakes any other task as requested by the Vice-chancellor of the University to achieve the project objectives.

**Salary** -Negotiable

**Location**- Colombo 15, Head Office

The envelope containing the duly filled Curriculum Vitae (CV) should bear the name of the post applied for on its top left-hand corner and it can be either hand-delivered or sent under registered post to reach the **Assistant Registrar, Human Resource Development, Ocean University of Sri Lanka No 51. Pannananda Mawatha, Mattakkuliya, Colombo 15. on or before 14<sup>th</sup>, May 2024.**

CVs received after the closing date and incomplete CVs will be rejected without intimation. The University reserves the right to shortlist the candidates.

**Registrar,  
Ocean University of Sri Lanka  
No 51. Pannananda Mawatha, Mattakkuliya, Colombo 15.**

**8<sup>th</sup> May, 2024**