



Co-funded by the
Erasmus+ Programme
of the European Union



**FACULTY OF AGRICULTURE
EASTERN UNIVERSITY, SRI LANKA**

Agriculture Revitalization in Higher Education Institutions of Asian Countries (AGRHI)

VACANCY

POST OF PROJECT ASSISTANT - (FULL TIME ON CONTRACT)

Eastern University, Sri Lanka invites applications from qualified candidates for the position of Project Assistant for the AGRHI Project Office, Faculty of Agriculture, Eastern University, Sri Lanka. This position is funded by the European Union under the ERASMUS+ programme. Applications will be accepted until **December 06th, 2024**.

This role is a full-time appointment with an initial contract period of one year. Renewal of the contract will depend on performance and project requirements.

1. Required qualifications and experience

- A Bachelor's Degree from a recognized University preferably with a Class.
- Proven ability to handle activities related to Finance and Procurement activities in accordance with university procurement guidelines.
- High level of proficiency in written and spoken English.
- Proficiency in MS Office suite.
- Ability to work under sharp deadlines.
- Experience with previous projects will be considered an added qualification.

2. Duties and responsibilities

- Assist and facilitate the implementation of AGRHI project activities.
- Support the overall project management, procurements, finance, and other logistics under the direction and guidance of the Project Coordinator.

- Maintain records related to work packages of the project and prepare periodical documents as guided by the Project Coordinator.
- Carry out any other project duties assigned by the Project Coordinator related to the implementation of the AGRHI project at Eastern University, Sri Lanka.

3. Remuneration

Monthly Gross Salary - Rs. 46,000.00

Selected candidates will contribute 8% from their monthly salary to the Employee Provident Fund (EPF) while the ERASMUS+ AGRHI Grant will make a contribution of 15% of the salary of which 12% will be credited to Employee Provident Fund (EPF) and 3% to the Employee Trust Fund (ETF).

4. How to apply

Interested candidates are requested to email the Curriculum Vitae, scanned copies of the relevant educational and professional qualifications (certified copies), and contact details by email to the AGRHI project coordinator [bawatharanir@esn.ac.lk] on or before 06.12.2024.

The post applied for should be denoted on the “Subject” line of the email.

Note:

Applications which are not attached with supportive documents and applications received after the closing date will be rejected without intimation. The Coordinator/ AGRHI Project reserves the right to shortlist and interview only such applicants as the project office may consider suitable for appointment.

**Coordinator
ERASMUS+ AGRHI Project
Faculty of Agriculture
Eastern University, Sri Lanka
18.11.2024**