



**University of the Visual and Performing Arts**  
**Operations Technical Secretariat (OTS)**  
**Accelerating Higher Education Expansion and Development (AHEAD)**  
**Project**

**Vacancy**

**SENIOR ADMINISTRATIVE OFFICER**

Applications are invited from suitably qualified candidates for the post of OTS Senior Administrative officer for the OTS Office of the University.

**Qualifications:**

- i) A Bachelor's degree in the relevant field which is recognized by the UGC

**OR**

- ii) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 5 years' experience in the required area of specialization

**OR**

- iii) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 10 years' experience in the required area of specialization.

**OR**

- iv) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 15 years' experience in the required area of specialization.

**AND**

at least 3 years work experience, as relevant for the amount of AHEAD funds in the university.

**Professional Competencies:**

- Ability to assist staff in the OTS and university system
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds
- Ability to work efficiently, and to meet deadlines
- Strong communication and good interpersonal relations
- Ability to speak, read and write fluent English, and assist in the production of project reports in English
- Computer literate

**Method of Recruitment:**

This is a full-time position. Initially the appointment for the OTS Administration Officer shall be for a period of 12 months. The position may be renewed based on performance, and need, during the period of the operation of 5 years.

**Salary:**

A monthly payment of LKR 65,000 and applicable EPF, ETF and other statutory allowances will be paid.

**Instructions for Apply:**

01. Duly completed curriculum-vitae should be sent to the **director.ots@vpa.ac.lk**, Director/ OTS, University of the Visual and Performing Arts, 21, Albert Crescent, Colombo 07 **on or before 12.07.2022 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**

**04.07.2022**