



Urgent Recruitment
Secretary for Post Graduate Program

Department of Electrical and Electronic Engineering
Faculty of Engineering
University of Peradeniya

The Post Graduate (PG) program in Department of Electrical and Electronic Engineering, University of Peradeniya is looking for a Post Graduate secretary

Key Requirements

- Pass GCE A/L Examination
- Posses written communication skills in English including 'A' pass for English subject at GCE O/L
- At least 5 years of experience in secretariat position at a post graduate institute or a postgraduate program.
- Strong IT skills. (Email, Internet, MS-Office, etc.)
- Well developed interpersonal skills and communication skills

Key Responsibilities

- Maintaining schedule of the PG program lectures, laboratory sessions etc.
- Coordinating with students and lectures on PG lectures, laboratories etc.
- Coordinating with students, the department members and other relevant personals to schedule theses examinations, viva etc.
- Preparing payment details and vouchers of the lecturers and other supporting staff

Salary scale : U-MN 1 (III A)

Application with detailed curriculum vitae and contact details of two non-related referees should reach the following email on or before 20th September 2021

Email: pgcoordinator@ee.pdn.ac.lk

Mobile: 0718 398 535

Email subject should be "DEEE PG Sec. Application : <Your Name>"

Applications will be treated confidentially and only the shortlisted applicants will be contacted.