



Postgraduate Programme in Civil Engineering

Department of Civil Engineering

Faculty of Engineering

University of Peradeniya

The Department of Civil Engineering, University of Peradeniya is looking for one Management Assistant (contract basis) for the Postgraduate Programmes in Civil Engineering.

(a) MANAGEMENT ASSISTANT

Required Qualifications

- Passed G.C.E. A/L examination in one sitting

And;

- Passed G.C.E. O/L examination in six subjects at one sitting with credit passes in;
 - Sinhala language/ Tamil Language
 - English Language/ English Literature
 - Mathematics

Preference will be given to applicants with;

- Good written and verbal communication skills in English including a Credit pass for English subject at G.C.E. O/L
- Five years of experience in a secretarial position at a Postgraduate institute or a Postgraduate programme
- Strong IT skills (Web applications, collaborative and productivity tools, Email, Internet, Google docs, MS Office, etc.)
- Well-developed interpersonal skills and communication skills

Key Responsibilities

- To assist the Coordinators of Postgraduate Programmes in Civil Engineering.
- To establish and maintain various files/ records/ databases of postgraduate students and lecturers.
- Preparation of annual budgets.
- Maintenance of accounts and coordinating and monitoring procurement of purchases.
- Ability to coordinate the activities remotely through online mode.
- Commitment to work longer hours on a need basis and during weekends.
- To keep postgraduate students updated regarding lectures/examinations schedules and other important information.
- To function as an administrative link to ensure that all parties receive relevant information timely.
- To prepare, compile and distribute meeting minutes, reports and documents.
- To keep the calendar constantly updated to facilitate all the event schedules.

Salary: Rs. 30,725.00 + applicable allowances per month

Duly filled application form with copies of educational certificates and detailed curriculum vitae should be reached the following emails on or before 20th of December 2024.

Email: ma.pgcivil@gmail.com

Telephone: 071 7691566

Email subject should be “DCE PG Management Assistant Application: <Your Name>”

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

**PROGRAMME COORDINATOR,
POSTGRADUATE PROGRAMME IN CIVIL ENGINEERING
FACULTY OF ENGINEERING
UNIVERSITY OF PERADENIYA**

05th of December 2024