



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 a Works Aide (contract basis) for the Postgraduate Programmes in Civil Engineering.

(a) WORKS AIDE

Required Qualifications

- Having passed G.C.E (O/L) examination at least with six (6) credit passes at one sitting.

Preference will be given to applicants with;

- Minimum Seven years of experience in a Secretarial Position in 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 and communication skills

Key Responsibilities

- To assist the Coordinators of Postgraduate Programmes in Civil Engineering.
- To establish and maintain records/ databases of postgraduate students and lecturers.
- To maintain of accounts and coordinating and monitoring procurement of purchases.
- Ability to coordinate the activities remotely through online/Physical 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.

Salary: Rs. 27,025.00 + applicable allowances per month

Please submit your detailed Curriculum Vitae and photocopies of educational certificates to the **Head of the Department of Civil Engineering, Faculty of Engineering, University of Peradeniya** on or **before 31st of March 2025**. Applications will be treated confidentially and only the shortlisted applicants will be contacted.

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

18th of March 2025