



## Postgraduate Programme in Civil Engineering

Department of Civil Engineering

Faculty of Engineering

University of Peradeniya

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The Department of Civil Engineering, University of Peradeniya is looking for a Works Aide (contract basis) for the Postgraduate Programmes in Civil Engineering.

### 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;

- Experience 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 and the Management Assistant of Postgraduate Programmes in Civil Engineering.
- Ability to coordinate the activities remotely through online mode.
- Commitment to work longer hours on a need basis and during weekends.
- To keep the calendar constantly updated to facilitate all the event schedules.

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

Please submit your detailed Curriculum Vitae and photocopies of educational certificates and the form of application to the **Head of the Department of Civil Engineering, Faculty of Engineering, University of Peradeniya** on or **before 22<sup>nd</sup> of March 2024**.

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**

15<sup>th</sup> of March 2024