



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;

- A Master's degree and/or a Bachelor's degree in Management/Accounting or a related field
- Good written and verbal communication skills in English
- Minimum Three years of experience in a secretarial position at a Postgraduate institute or a Postgraduate programme.
- Strong IT skills (Web applications, Email, Internet, Google docs, MS Office, etc.)
- Well-developed interpersonal skills and communication skills

Key Responsibilities

- Assist the Coordinators of Postgraduate Programmes in Civil Engineering.
- Establish and maintain various files/ records/ databases of postgraduate students and lecturers.
- Handle official correspondence related to students and programme activities.
- Coordinate activities related to postgraduate research work to final thesis submission.
- Prepare evaluation committee reports and final thesis submission documents.
- Coordinate the activities remotely through online mode.
- Commitment to work longer hours on a need basis and during weekends.
- Keep postgraduate students updated regarding lectures/examinations schedules and other important information.
- Function as an administrative link to ensure that all parties receive relevant information timely.
- Prepare, compile and distribute meeting minutes, reports and documents.
- Keep the calendar constantly updated to facilitate all the event schedules.

Remuneration

Rs. 45,093.00 (up to December 2025) / Rs. 47,284.00 (from January 2026 onwards) + COL+EPF & ETF
(As per UGC circular No. 2/2025 U-MN1-2025)

The duly filled application form, along with photocopies of educational certificates and a detailed curriculum vitae, should be emailed or posted to the addresses given below on or before **07th November 2025**.

Email: ma.pgcivil@gmail.com

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

By Post:

Programme Coordinator
Postgraduate Programme in Civil Engineering
Department of Civil Engineering
Faculty of Engineering
University of Peradeniya

Telephone: 071 769 1566

Applications will be treated confidentially, and only shortlisted candidates will be contacted.

24th of October 2025