



Postgraduate Programmes in Civil Engineering

Department of Civil Engineering

Faculty of Engineering

University of Peradeniya

The Department of Civil Engineering, University of Peradeniya, invites applications from suitably qualified individuals for the following **contract positions** attached to the Office of the Postgraduate Programmes in Civil Engineering.

(1) Position: Management Assistant (Contract Basis)

Required Qualifications

- Passed the **G.C.E. Advanced Level Examination** in one sitting
- and
- Passed the **G.C.E. Ordinary Level Examination** in six subjects at one sitting with **credit passes** in:
 - Sinhala / Tamil Language
 - English Language / English Literature
 - Mathematics

Preference will be given to applicants with:

- A Bachelor's and/or Master's Degree in Management, Accounting, or a related field
- Excellent written and verbal communication skills in English
- Minimum one year of experience in a secretarial position at a Postgraduate Institute or Postgraduate Programme
- Strong IT proficiency (MS Office, Google Workspace, email, web applications, and internet tools)
- Well-developed interpersonal and communication skills

Key Responsibilities

- Assist the Coordinators of Postgraduate Programmes in organizing and conducting lectures
- Coordinate postgraduate research activities from registration to final thesis submission
- Maintain databases of postgraduate students and lecturers
- Handle official correspondence related to students and programme activities
- Prepare evaluation committee reports and documentation related to thesis submissions
- Prepare, compile, and distribute meeting minutes, reports, and official documents
- Maintain and regularly update programme schedules and event calendars
- Demonstrate flexibility to work extended hours, including weekends, when required

Remuneration

Rs. 47,311.00 + COL + EPF & ETF

(As per UGC Circular no - 06/2025 U-MN-I)

(2) Position: Works Aide (Contract Basis)

Required Qualifications

- Passed the **G.C.E. Ordinary Level Examination** at least with six (6) credit passes at one sitting

Preference will be given to applicants with:

- Three (3) years in a Works Aide 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 maintain records/ databases of postgraduate students and lecturers.
- 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.
- Assisting the activities related to PG Diploma (by research)/MPhil/PhD Degrees.

Remuneration

Rs. 41,636.50 + COL+EPF & ETF

(As per UGC circular Circular no - 06/2025 PL-I)

How to Apply

Duly completed application forms, along with copies of educational certificates and a detailed Curriculum Vitae, should be **emailed or posted** on or before: **16th February 2026**

Email: ma.pgcivil@gmail.com

Email Subject: DCE PG <Position Applied>: <Your Name>

Postal Address:

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

Telephone: 071 769 1566

2nd February 2026