



## **Postgraduate Programme in Engineering Management**

Department of Manufacturing & Industrial Engineering

Faculty of Engineering

**University of Peradeniya**

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The Department of Manufacturing & Industrial Engineering, University of Peradeniya, is seeking a Management Assistant for the Postgraduate Programme in Engineering Management.

### **POST OF MANAGEMENT ASSISTANT (ON CONTRACT BASIS) (NO: OF VACANCY-01)**

#### **Required Qualifications & Experience**

1. Should have Passed the G.C.E. (O/L) Examination in six (06) subjects in one sitting with the credit pass in;
  - i. Sinhala Language/Tamil Language
  - ii. English Language /English Literature
  - iii. Mathematics
2. Should have Passed all subjects at G.C.E. (A/L) Examination (Except the Common General Paper) in one sitting (Passing 3 subjects in one sitting would be sufficient for this purpose)
3. At least 3 years of experience in a secretarial position at a Postgraduate institute or a Postgraduate program.
4. Strong IT skills (Web applications, collaborative and productivity tools, Email, Internet, Google docs, MS Office, etc.)
5. Well-developed interpersonal skills, administrative, writing and communication skills

#### **Key Responsibilities**

- Manage day-to-day operational activities of the Postgraduate Programme Unit including the clerical work, handling students' requests, and communication with students and staff
- Assist in the postgraduate student registration process
- Handle the cash advance for the Postgraduate programme
- Coordinating with students and lecturers on Postgraduate programme lectures, laboratories etc.
- Coordinating with students, department members and other relevant personnel to schedule thesis examinations, viva etc.
- Prepare payment details and vouchers for the lecturers and other supporting staff.
- Managing the Postgraduate email account and the Google drive.

#### **Method of Requirement**

Selection by an Interview

**Age Limit**

Should not be less than 18 years and not more than 30 years of age on the closing date of applications.

**Salary.**

30,725 + COL per month including EPF & ETF will be paid.

**Condition of Contract**

The successful candidate will be offered a one year contract at the Postgraduate Programme of the Department of Manufacturing & Industrial Engineering, Faculty of Engineering, and University of Peradeniya.

**General Note**

Detailed curriculum vitae and contact details of two non-related referees should reach the following email on or before **17<sup>th</sup> October 2024**.

Email: [dmieoffice@eng.pdn.ac.lk](mailto:dmieoffice@eng.pdn.ac.lk)

Telephone: 081-2393650

**Email subject should be “DMIE PG Management Assistant Application 2024: <Your Name>**

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

**Head**

**Dept. of Manufacturing & Industrial Engineering**

**Faculty of Engineering**

**University of Peradeniya.**

**01.10.2024**